

Administrative Assistant Job Description

- Report directly to the Administrator, 15 hours a week
- Database entry: visitors, membership updates, prepare and distribute directories, add new members to UUA Magazine database
- Correspondence: welcome letters to visitors, send new member packets
- Weekly e-mail: enter new names and addresses and initiate composing the Friday Flicker
- Coordinate with other staff and volunteers: visitors' information to RE Director, membership Coordinator, stewardship coordinator, Caring Committee Liaison, attend weekly staff meetings
- Office Supplies: monitor and order supplies
- Building Use Schedule: Review church building use calendar with the facilities manager, confirming all resources needed are provided. Communicate calendar conflicts with scheduler.
- Other duties as requested by the Administrator, including assigning tasks to office volunteers
- Miscellaneous: Prepare name badges for members, answer phones and greet people, prepare and print committee and board list
- Skills and aptitude: Uphold the confidentiality of members' information, Word, Excel, Church Windows Database