

Office Administrator
QUUF
7/2009

Summary: Under moderate supervision, performs a broad variety of administrative, secretarial and clerical assignments for the Fellowship to assure the smooth operation of the office, facilities, administrative functions, schedules, website, and equipment. Performs related duties as assigned.

Primary Assignments:

1. Provides the minister, Fellowship leaders, and committee chairs with secretarial and clerical support by scheduling the minister's appointments and meetings as needed, maintaining Fellowship office supplies and primary files, independently dealing with routine administrative issues, receiving and relaying messages, completing and maintaining electronic and hard copy records, files, correspondence, forms and related material, administering bulk and other mailing, receiving, greeting and providing information to guests and members in a friendly, cooperative and business-like manner, providing copy service as needed, and sorting and distributing incoming mail including responding to routine correspondence independently. Provides management and coordination of office volunteers on an independent basis. Provides primary interface among QUUF, UUA and PNWD regarding class registration, workshop inquiries, dues and related business.
2. Develops and maintains the annual administrative budget including office and custodial supplies, utility costs, insurance payments, office equipment lease costs, maintenance and supplies, service contract costs and related items. Assures timely payments and adherence to budget or receives approval for over-budget expenses. Seeks out cost-effective use of budgeted funds. Coordinates and assures good relations with service providers.
3. Coordinates and supervises the use of facilities for Fellowship and non-Fellowship functions and use by maintaining the facility calendar, managing distribution and records of facility keys, and administering a friendly and efficient rental program of Fellowship space (providing prospective renters with information, tours and rental forms, receiving completed forms and deposits, assuring space is in good condition prior to rental & is open when needed, inspecting space after use, coordinating cleaning and any needed repair, and approving return of or using deposits as defined in contracts). Assures office and other church facilities are maintained in a neat and orderly manner including coordination of custodial services and maintenance of bulletin boards.
4. Performs desktop publishing of the order of service, announcements, and other Fellowship material. Produces mailing labels and lists and distributes needed copies in person, by mail and electronically. Revises and updates Fellowship website as needed or directed. Maintains primary records and files of what is produced, revised or updated, including the monthly newsletter.
5. Assures office equipment, technology and related supplies are purchased, leased, maintained, and used in a cost-effective and efficient manner. Provides primary

- supervision and maintenance of electronic records, files and software including newsletter subscriptions, Power Church Database input, reports and software updates, service attendance database, and related electronic spreadsheet and database applications. Performs maintenance on QUUF website.
6. Provides Treasury with administrative coordination and support in the areas of payables, receivables, payroll, data input, thank you letters, pledge tracking and related functions (to be further defined).

Qualifications:

Ability to work with a diversity of people in a friendly, cooperative, resourceful and business-like way; to perform a wide variety of administrative, secretarial, clerical and account clerical duties in an independent, organized, accurate, flexible and effective manner; and to operate word processing, spreadsheet, desk-top publishing and related office and web software efficiently. Experience and education at the level necessary to perform the above duties.

Reports to: Minister

This job is subject to the overtime provisions of state and federal law.