

**Second Congregational Meeting House Society, Unitarian Universalist
Office Manager Job Description**

Job Title: Office Manager
Supervisor: Minister

Date Created:
Last Date Reviewed:
Last Date Revised: 7/28/2022

Summary: The Office Manager works with the Minister on many aspects of the administration of our Society, and in providing support to our leadership and volunteers.

Job Responsibilities

Office Duties: Receive and respond to general inquiries from the public and congregation. Get the mail at the Post Office and distribute appropriately. Receive emails and distribute properly. E-mail, photocopy, and file. Prepare large mailings as needed. Update bulletin boards and literature displays. Check that a neat and welcoming environment is maintained in the entrance area, office, activities room, and kitchen. Provide administrative support to Minister. Provide support to Board of Trustees and committees.

Membership and Donor Management: Participate in maintaining member database (contact information and other important information related to congregational involvement) and in making that and pertinent donation and gift information available to the proper parties. Some management of Tithe.ly and PayPal desirable.

Event and Committee Support: Collaborate with other staff and committees on various events.

Communications: Assemble and distribute the weekly order of service for Sundays and other orders of services as they arise. Assist with the assembly and distribution of the weekly eBlasts, including some writing and editing as needed, annual report, member name badges, and other documents, posters, and brochures. Create posters, ads, and e-blasts for special events. Maintain wayside pulpit outside the church.

Website and Social Media: Maintenance of the website. YouTube maintenance of Zoom service recordings. Create and curate social media posts to Facebook, Instagram, and Twitter. Maintain each platform by interacting with followers and updating relevant information.

Facilities and event scheduling: Maintain facilities use schedule and post (online and print) monthly facilities use schedule of congregational meetings and events as well as usage by tenants and renters.

Facilities rentals: Manage PR for weddings and event rentals. Receive and record requests for weddings and events, complete and file agreements, coordinate staff coverage, and manage payments.

Renter Relations: Serve as liaison to renters, maintain contact information, schedule usage, respond to special requests, and notify Minister of questions and concerns. Revise standard agreements as needed.

Office supplies and equipment: Maintain computer, photocopier, printer, shredder, and other office equipment. Arrange for repairs and upgrades as needed. Order office & cleaning supplies.

Software applications: Do all required maintenance, upgrades, de-bugging, and anti-virus scans. Assist with application and event updates and replacements.

Do daily back-up of all data. Manage access (keys, userids and passwords, etc.) for staff, volunteers, congregants, and renters.

Other duties as required / assigned.

Skills:

- Proficient in Microsoft Office
- Exceptional attention to detail
- Maintain confidentiality
- Punctual and responsible
- Good time management and priority setting abilities
- Excellent proof-reading ability
- Tithe.ly experience a plus (or we will train)
- Experience writing event rental agreements a plus.