

Office Manager, Unitarian Universalists of San Mateo (UUSM)

Position reports directly to Minister

Full-time, 30 hours/week

Competitive Salary aligned with work experience [

Administrative

Manage UUSM's office administrative functions, including phone communications, maintenance and updating of database, routing of mail, mailings, replenishment of supplies (office and building), updating of signage, scheduling of childcare, maintenance and upgrading of office equipment, various copying tasks and maintaining files and subscriptions; printings etc. Schedule and calendar events. Delegate tasks to assistant and volunteers as necessary. Other clerical duties as assigned.

Support for the Minister

Daily administrative support - includes daily check-in, awareness and support of scheduling, manage expense reimbursement, update contact database. Requires an understanding of mission of the church, pastoral care, congregational needs and specific administrative support of minister as needed. Must maintain confidentiality.

Bookkeeping/Financials

Deposits/issue checks, process credit cards, provide payroll information to payroll organization, mailing of financial statements to members, enter information into quickbooks. Yearly budget recommendations to BOT for office functions

Publications and Communications

Update the website weekly, all sections (people/activities/download videos of services/photos etc); weekly update of FB and other forms of electronic communications as needed. Draft, produce, lay out, edit, proof, and disseminate UUSM's various publications, including the weekly Midweek Meditations, weekly E-announcements, weekly Order of Service, quarterly Compass Rose journal (print and online); assist in website updates; design and produce other publications as may be necessary, such as the brochures, memorial service and wedding Orders of Service, posters, flyers, Order of Service inserts, tickets, postcards, congregational election materials, forms, certificates, etc.; send off congregational emails as necessary; etc.

Facilities

Schedule meetings/events and event support, i.e., maintenance, custodial, and oversight. Facility maintenance – turn on heat for daytime events, set out rainbow flag, etc.

Board Support and Leadership Support

Provide reports and information as needed; support Board transitions; send Board and other leadership communications to congregation; periodic administrative support for congregational meetings and volunteers.

Miscellaneous

HR support: hiring and scheduling of child care personnel, processing incoming employees, and overseeing employee benefits; coordinate volunteers who support office functions; other duties as arise and assigned.

Please see <http://uusanmateo.org/> for more information about UUSM. To apply, please see <http://uusanmateo.org/job-opportunities> and send cover letter and resume and 3 reference contacts to jobs@uusanmateo.org.