

FIRST UNIVERSALIST UNITARIAN CHURCH OF WAUSAU

504 Grant Street, Wausau, WI 54403 ☎ (715) 842-3697 🌐 www.uuwausau.org

Job Description

Title:	Congregational Administrator
Effective date:	Forthwith
Exempt or Hourly:	Hourly
Hours per Week (Year):	30 (1,560)
Salary range:	\$17.71-\$20.84 per hour
Benefits:	Health & Dental Insurance, Long Term Disability, Life Insurance, Pension, Paid Time Off (PTO), Paid Holidays
Schedule requirements:	M-TR, 8:00-3:00; 2 hours, pro re nata
Reports to:	Minister
Supervises Other Employees:	Sexton
Essential Functions:	

Within limits set by Congregational Bylaws, Board Policies, and Personnel Manual, the Congregational Administrator will fulfill the following responsibilities:

- Manage office procedures, facilities, schedules, and purchasing;
- Manage taxes, payroll, and bookkeeping;
- Manage the congregational database;
- Provide human resources services, including benefits management;
- Supervise contractors and paid and unpaid administrative and buildings/grounds staff;
- Other tasks as determined by supervisor.

The Congregational Administrator is also involved with, but not entirely responsible for the following:

- Overall management of social media, website, and newsletters; and the administrative and financial matters of the congregation;
- Preparation of the annual congregational budget, in consultation with minister, staff, and, committees;
- Negotiation and management of insurance, banking, and other financial services contracts;

- Advising the Board of Trustees, committees, minister, and staff on a wide range of administrative and financial matters.

Core Competencies:

- **Attention to Detail:** Consistently keeps the larger picture in mind while attending to the details; follows up on missing items.
- **Compassion and Care:** Exudes an awareness for the well-being of others; responds with empathy to the life experiences of others; demonstrates appropriate use of personal and professional boundaries.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest, and transparent communication; keeps confidences; admits mistakes; and is reliable.
- **Mission Ownership:** Demonstrates respect for and sensitivity to multiple expressions of faith; commitment to carry out the Mission and Vision of the First Universalist Unitarian Church of Wausau.
- **People/Volunteer Management:** Gains commitment, provides direction, facilitates change, and achieves results through efficient, creative, and responsible use of time; and communicates clearly and effectively.
- **Initiative:** Enjoys working hard; seeks creative and collaborative solutions; works effectively as part of a staff team; commitment to professional growth.
- **Technical Expertise:** Knowledge of and proficiency in computer programs such as spreadsheets, presentation software, word processing, social media, and basic graphic design.
- **Education/Experience:** Bachelor's degree or equivalent experience. Successful experience in office-type setting.

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PLEASE SEND A COVER LETTER AND RÉSUMÉ TO 504 GRANT STREET, WAUSAU, WI 54403

OR

BRIAN@UUWAUSAU.ORG