



Unitarian Universalist Congregation
of Fort Wayne
Rev. Christe Lunsford, Interim Minister
Rev. Dr. Laurie E. Proctor,
Minister Emerita

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Fort Wayne, IN 46807-3017
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JOB DESCRIPTION FOR ADMINISTRATOR

Title: Administrator

Reports to: Minister (Board of Trustees)

FLSA Status: Nonexempt

Hours/week: 15, part-time

Schedule: Monday and Thursday 9:30am-2:00pm, Other hours negotiable

Salary Range: \$18-25/hour based on qualifications and experience

Purpose: Provides administrative support to other staff, church leaders, members, volunteers, renters and contractors on issues related to the business affairs of the church. Effectively prepares and distributes written/printed materials such as weekly emails, newsletters and Sunday publications. Manages office procedures, facilities, schedules and other essential functions.

Duties include but are not limited to:

General Administrative & Financial

- Post donations and prepare bank deposits.
- Manage the storage and filing of church records and archives.
- Provide reports and requested information as needed.

Communication & Publications

- Coordinate production of church communications. i.e.: the weekly electronic newsletter, caring corner email, Sunday order of worship, social media posts, and the church website.
- When directed, collaborate on broader communications and publicity for church programs with congregational committees and teams.
- Congregational Membership Management: Use Planning Center Online software to support the church directory, update group members and leaders, enter events in the church calendar, and coordinate weekly worship services.
- Regularly provide membership information to the Unitarian Universalist Association.

Facilities Management:

- In coordination with Buildings & Grounds Committee and others ensure that the building remains clean, safe, and aesthetically pleasing.
- Inform your supervisor upon notice that contracts are expiring including insurance policies, equipment rentals and other maintenance contracts
- Manage all building rentals and communicate regularly with long-term tenants.

Personnel:

- Manage the relationship with Carriage House's Transitional Employment Program which provides custodial staff. Maintain regular communication with the CH staff partner.
- In the absence of a Director of Faith Formation, manage the scheduling of nursery caregivers.
- Submit enrollments, staff changes and hours worked to payroll provider.

Qualifications: Note that qualifications may be met as a result of lived experience, volunteer work, professional experience, and/or formal or informal training. High school diploma or equivalent is required. At least a year of related experience working in an office environment is preferred.

- Strong interpersonal and communication skills, both oral and written.
- Exceptional attention to detail and organizational skills.
- Excellent judgment around sensitive and confidential issues.
- Exudes a natural sense of care of the well-being of others; demonstrates appropriate and bounded expressions of care.
- Proficient in Microsoft Office, video conferencing technology, group email software, website editing, and an understanding of social media platforms. Able to learn use of church management software.
- Eagerness to learn about Unitarian Universalist congregational life while being committed to inclusion, accessibility, and equity in human relations.

How to Apply: Send cover letter and résumé—indicating “Administrator” in the subject line—via email to minister@uuforwayne.org. People with disabilities, people of color, indigenous people, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The Unitarian Universalist Congregation of Fort Wayne, IN is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply.

About the UU Congregation of Fort Wayne, IN

The Unitarian Universalist Congregation of Fort Wayne (UUCFW) is a small and vibrant liberal faith community located in Northeast Indiana. Our mission calls us to create a spiritual community that inspires growth, seeks knowledge, accepts differences, and deepens compassion to build a just world. UUCFW was founded in 1939 and we draw members and visitors primarily from Allen County. Our congregation is a member of the Unitarian Universalist Association. Our UUA, as a faith community of more than 1,000 self-governing congregations, brings to the world a vision of religious freedom, tolerance, and social justice. The UU Congregation of Fort Wayne is an Equal Opportunity Employer and is committed to the full inclusion of all. As part of this commitment, our search team will ensure that applicants with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please email minister@uuforwayne.org.