

The Unitarian Universalist Congregation of Whidbey Island
Freeland, WA

Job Opening Announcement

Feb. 19, 2016

The Unitarian Universalist Congregation of Whidbey Island is seeking a part-time Administrator who will manage two aspects of congregational life - the basic office working and the support and delivery of Adult Programs. The successful applicant will enjoy working with both staff and volunteers in a vibrant and diverse organization. Ability to organize diverse sources of contact is an important aspect of the job, as well as being able to promote and support the basic tenants of the Unitarian Universalist denomination.

The Administrator provides support services to the congregation of Unitarian Universalist Congregation of Whidbey Island (UUCWI) in fulfilling its purpose of “fostering liberal religious living through worship, study, service and fellowship”.

The Administrator understands and agrees to conduct all actions on behalf of UUCWI in a manner consistent with the Seven Principles of Unitarian Universalism and the UUCWI Affirmation and Covenant of Right Relations. (See uucwi.org)

The Administrator will report to the UUCWI Vice-President.

Job Description:

Administrator:

- Preparation and printing of the weekly order of service
- Preparation and broadcast of the weekly e-news
- Maintaining schedule of the facilities use
- Making rental agreements with outside parties wishing to use the UUCWI facilities.
- Maintaining a current database of members and friends with names, membership status, addresses, phone numbers, email.
- Maintain all information needed for printing labels, directory, etc.
- Reporting annually to the Pacific Northwest District the number of members of our congregation.
- Regularly checking and responding to messages left on church phone and email messages directed to the church Administrator.
- Pick up US mail weekly (Freeland Post Office) and distribute as appropriate.
- Renew our non-profit status with Washington State each September.
- Prepare any written outgoing church correspondence as needed.
- Monitor supplies, arrange for purchase and provide reimbursement forms to the Treasurer for any expenditures incurred.
- Work with Internet & Communications Committee. This includes some monitoring of the website, keeping the “news frame” on the home page of our website up-to-date,

maintaining the UUCWI Facebook page, and being part of the committee to help manage communications.

Adult Programs (AP) Coordinator:

- Develop and maintain a system for implementation of UUCWI Adult Program offerings;
- Collaborate with presenters as needed to help plan and deliver offerings;
- Communicate with presenters and attendees about how they want to publicize AP offerings;
- Coordinate AP schedule/location of offerings and resolve conflicts, if necessary;
- Monitor the progress of the AP offerings;
- Request feedback from attendees and summarize the success of offerings;
- Help to identify members of the congregation as participants on the Adult Programs Committee in accordance with its role and responsibilities;
- Consult with AP Committee during the approval process when an offering is proposed.

Because all our staff and direct contact volunteers must pass a background check, the applicant will allow a background check regarding records of criminal history and/or child/adult abuse in accordance with the procedures and services of the Washington State Patrol. Failure to agree to the check and/or an unsatisfactory criminal history report will result in our not considering the applicant for employment.

Compensation for this position, depending on experience, starts at least at \$14.50 per hour.

Please send your letter of interest, resume, and completed [application](#) to president@uucwi.org