

JOB ANNOUNCEMENT

Position: Office Assistant

First Unitarian Church of Oakland
685 14th St. Oakland, CA 94612

Job Closes: May 10, 2015

Please send a cover letter and resume to the Executive Team at executiveteam@uuoakland.org.

Job Description – Office Assistant First Unitarian Church of Oakland

Position Summary

The Office Assistant is the first point of contact for visitors and congregants and provides clerical and administrative support to the staff as well as to the lay leadership of the church. Essential functions include: 1) writing, editing and creating documents, emails, online communications and flyers, 2) managing FellowshipOne, the church's online database and 3) financial data entry and financial/bookkeeping support. The Office Assistant supports the mission, vision and ends of First Unitarian Church of Oakland.

Position: 18 hours per week. Includes up to two Sundays a month and one monthly Tuesday meeting night.

Compensation: \$16/hour

Start Date: June 15, 2015

Reports to: Church Administrator

Position Description

Receptionist duties

- Is the primary person to welcome and provide hospitality to all visitors which may occasionally include homeless individuals in need of assistance. Receives and signs for packages. Answers the phone and lets people into the building as needed.

Communications

- Prepares, edits and publishes the weekly e-newsletter.
- Prepares, edits and prints the weekly Sunday announcements.
- Writes short "filler" pieces for the e-newsletter and the Sunday announcements.
- Designs and distributes all flyers, notices and signs.
- Updates the church bulletin boards.
- Utilizes church camera to take new member and event pictures.
- Manages and creates copy for Facebook/Twitter.
- Sends updates to church website as needed.

Office

- Provides general office assistance (typing, faxing, copying, filing, emailing, etc.).
- Orders, organizes and maintains office and printer supplies.
- Keeps public office area looking neat and professional.
- Supports Ministers and Church Administrator in supervising office volunteers.
- Oversees the maintenance of office equipment.
- Ensures that groups receive necessary supplies for their meetings.

Database

- Data entry (QuickBooks financial data entry, Fellowship One membership records etc.)
- Prepares and maintains database reports upon request.

Sundays and Monthly Tuesday Night Meeting

- Provides office and computer assistance to the ministers and lay leaders as needed.
- Provides meeting and Coffee Hour set-up support for the ministers and lay leaders as needed.

Qualifications

- High School diploma or GED and at least two years of administrative or office experience. Some college is recommended.
- Strong computer and word processing skills, especially Microsoft Office applications such as Word and Excel; Familiarity with Powerpoint a plus.
- Strong knowledge of Gmail, google docs, google Calendar.
- Strong ability to write creatively and to edit and revise written materials.
- Ability to troubleshoot simple computer issues.
- Knowledge of QuickBooks (pledge payment posting, online check writing, and member data entry) a plus. Must be willing to be trained on QuickBooks.
- Ability to conduct research on the Internet.
- Familiarity with on-line communication and social media tools (i.e. ConstantContact, Facebook, Twitter) a plus. Must be willing to be trained on all.
- Ability to learn FellowshipOne, which is the church's online database.

The ideal candidate will be a personable self-starter who can take initiative on tasks and projects with minimal supervision; be a non-anxious presence (NAP) in the office and with visitors and congregants; communicate openly, directly and with compassion; work collaboratively; uphold the values of Unitarian Universalism as described here: <http://www.uuoakland.org/about/>.

About First Unitarian of Oakland

We are a congregation that longs for equity and diversity within and beyond our church. We have chosen to call a Faith in Action minister, Rev. Jacqueline Duhart, whose primary ministry with us is to develop and deepen our social justice awareness and activities.

We use the term 'Shared Ministry' to describe a historic and deeply held value of our church. By this we mean that our culture and processes are designed to have clergy and laity collaboratively share responsibilities and authority. Our congregation values their role in this partnership, while holding ordained ministry in high esteem: we want and need ministers to walk with us in our shared journey.

Worship is the heart of this church. Gathering together in community on Sundays allows us to renew and grow spiritually, grounds us in our UU values, and energizes us to live those values in our actions within and among ourselves and in our greater communities. We currently have two worship services most Sundays with distinct styles: contemplative and celebratory. In our Sunday services, we love music, sermons that inspire us to think *and* feel *and* act, and hearing personal reflections from lay voices.

We are a congregation in transformation. Our membership is growing, particularly in young adults and young families, while retaining significant longer-term members. Our cultural and socio-economic diversity is increasing. We are stepping up our involvement in justice beyond our church as well as offering opportunities and support for individual spiritual transformation and for strengthening our bonds with each other.