



Unitarian Universalist Congregation of Miami

7701 SW76th Avenue, Miami, FL 33143-4125

www.uumia.org • 305-667-3697

OFFICE ADMINISTRATOR POSITION

Our liberal religious community is seeking an experienced and friendly Office Administrator to maintain a welcoming and efficient congregational office.

If interested in applying, please submit a cover letter and resume to e-mail: uucongmia@bellsouth.net or in person at our congregational office 10 a.m. - 2 p.m. M-F.

Start Date: ASAP

Hours: Part-time, 22 hours/week

Benefits: Paid-time off (holiday, sick and vacation days), medical insurance contribution, pension

Desired qualifications: Good verbal and written communication skills; fluent in Microsoft Word, Excel, Access, and Publisher' well-organized; experienced in office management; a team player; able to maintain confidentiality: English/Spanish bilingual preferred.

Description of Duties:

Reception: Phones; answering machine; welcomes and answers questions for members, visitors, repair people, inspectors, renters; maintains an attractive office; additional reception on Sunday (optional)

Buildings & Grounds: Rental management (receives requests, informs of policies, schedules room use, receives payments, maintains list of regular renters for posting); attends to on-site building consultants, contractors, repairs

Office Management: Post and rotate materials on bulletin boards; formats and copies weekly order of service; maintains website; coordinates the writing, copying, and distribution of weekly congregational e-mail, monthly newsletter, member directory, and other communications

Supervision: Custodian

Support staff for minister

Support staff for Board of Trustees and committees as time permits

NON-DISCRIMINATION CLAUSE

The Association declares its special responsibility, and that of its member societies and organizations, to promote the full participation of persons in all of its and their activities and in the full range of human endeavor without regard to race, ethnicity, gender, disability, affectional or sexual orientation, age, language, citizenship status, economic status, or national origin and without requiring adherence to any particular interpretation of religion or to any particular religious belief or creed.