

FIRST UNITARIAN UNIVERSALIST SOCIETY OF SYRACUSE
109 WARING ROAD
SYRACUSE, N. Y. 13224

JOB DESCRIPTION: OFFICE ADMINISTRATOR

Reports to: Minister
Directly Supervises: Office Volunteers
Status: Part-time
FLSA: Non-exempt

Job Summary:

The Office Administrator will oversee all activities of the Society's main office, and provide communication to the staff and volunteer leadership of those activities as necessary.

Essential Functions

A. Office Management

- Organize and purchase of supplies
- Filing
- Calendar coordination
- Reporting payroll information as necessary
- Attends staff meetings. The schedule will be determined in consultation with the Minister. If the Office Administrator is unable to attend staff meetings, it is her responsibility to make other arrangements with the Minister.

B. Word and Data Processing

- Newsletter compilation
- Order of Service
- Managing database
- Updating webpage

C. Building Rental Coordination

- Providing quotes based on Board approved rental rate sheet
- Walk through of potential renters
- Collection of rent checks and security deposits with rental forms
- Dispensing and tracking of building keys

D. Receptionist Duties

- Telephone and e-mail communications at Society Office
- Greeting of guests during office hours
- Distribute incoming and outgoing mail

Other Responsibilities

A. Facilities

- Office Administrator will assist Facilities Team in scheduling small maintenance and/or repairs with contractors.

B. Ministries/Teams/Committees

- Assist Minister, society officers, committees and other staff as authorized and coordinated with supervisor, Minister.

Adopted by the Board of Trustees September 20, 1989

Revised 2009

Revised June 2016, June 2018, October 2018, January 2019