



**First Unitarian Universalist Church**  
1727 Walden Lane SW  
Rochester, Minnesota 55902

[www.uurochmn.org](http://www.uurochmn.org)  
[minister@uurochmn.org](mailto:minister@uurochmn.org)  
507-282-5209

## **Progressive Congregation Seeks Office Administrator**

Our mission at First Unitarian Universalist Church of Rochester, MN is to be a compassionate, welcoming community that nurtures spiritual growth and practices justice.

We are seeking an organized and responsible Office Manager to join our staff. The position focuses on routine office tasks related to reception, communications, and management of the office and building.

**JOB TITLE:** Office Administrator

**HOURS:** FT (40 hours/week) M-F daytime hours, moderate flexibility.

**COMPENSATION:** \$40,000 annual salary (eligible for health, dental, Life, LTD, retirement)

**REPORTS TO:** Minister

### **PRINCIPLE DUTIES AND RESPONSIBILITIES:**

- Reception duties including handling incoming calls, monitoring entry to the building, greeting visitors and managing routine clerical requests.
- Preparation and distribution of written/printed/electronic materials such as weekly emails, newsletters, Sunday bulletins, electronic messaging boards, posters, etc.; duplicating, folding, collating where needed
- Management of office supplies and various building supplies.
- Management of the church calendar for both internal and external events, including facility rentals and general building usage logistics and security.
- Work in consultation with other staff, and appropriate committees of the church, as directed.
- Coordinates the work of the custodian with building volunteers to be sure the property is cared for.

### **QUALIFICATIONS:**

- Able to serve people who contact the church in a friendly, caring manner
- Able to work collaboratively with staff members
- Able to communicate effectively and provide proper follow up, in writing and in person
- Able to prioritize, organize, problem solve, and meet deadlines, adapting to changing priorities.
- Able to maintain confidentiality

### **REQUIRED:**

- High school diploma or equivalent (post-secondary certification program or Associate degree preferred)
- Basic clerical skills, experience with various software and online applications such as Microsoft Office Suite programs (Word, PowerPoint, Excel), Constant Contact, Google Suite, WordPress or similar.
- Prior experience handling office responsibilities, experience in customer service or related field
- Willingness and ability to understand and respect UU principles, and work within the policies and procedures of First Unitarian Universalist Church of Rochester, Minnesota



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**PHYSICAL DEMANDS:**

Work is in a general office environment with varying degrees of noise and interruption. Employee must be able to complete basic physical tasks related to clerical work, including communication by phone and email, and movement and minor lifting relating to printer/copier use and giving tours of the building space.

**OTHER REQUIREMENTS:**

A background check is required as a condition of an offer of employment.

The above shall not be understood as an exhaustive description of all of the work required to successfully fulfill this job. Additional duties outside the parameters outlined above may be negotiated as needs change.

**TO APPLY:**

All interested applicants should send letter of interest and resume to:

**Rev. Luke Stevens-Royer, Minister**

Via email at: [revluke@uurochmn.org](mailto:revluke@uurochmn.org)

Via US Mail at: **First UU Church**

**Rochester, MN 55902**

Questions: 507-282-5209 (ext. 101)

Church Info.: [www.uurochmn.org](http://www.uurochmn.org)

*First Unitarian Universalist Church of Rochester, MN is an Equal Opportunity Employer committed to providing an environment of mutual respect where diversity is valued, supported, and celebrated to benefit applicants, employees, and members. All employment decisions are based on qualifications, merit, and institution need.*