UNITARIAN UNIVERSALIST CHURCH IN RESTON, VIRGINIA

POSITION
Office & Communications Manager

POSITION SUMMARY:
Duties include: managing office procedures: facilities, scheduling, rentals, communication and publications; maintains office budget; manages and directs internal and external communications; and supports membership activities.

The Office & Communications Manager: serves as point person for all public outreach (webmaster, social media director, and special projects); demonstrates leadership and strives for professional development and self-care; and works in a synergistic manner with the Minister, Program Staff (Music and Religious Education) and the Board and Committee leadership.

ACCOUNTABILITY AND OVERSIGHT: This position is accountable to both the Minister and the Board, with daily activities being directly supervised by the Minister.

HOURS, COMPENSATION & BENEFITS: This position is salaried, non-exempt, part-time of 32 hours per week, year round.
Salary Range: $44,200 - $48,200
Salary and benefits are determined annually according to UU Reston Personnel Policies. Conduct is governed by UU Reston Personnel Policies.

KEY COMPETENCIES:
- Understanding of and respect for Unitarian Universalist values
- Strong interpersonal communication skills
- Ability to work independently and with a team
- Ability to take initiative and problem solve
- Accountability
- Time management
- Attention to detail
- Discretion in confidential matters
- Strong computer application skills
- Writing and proofreading
- Event coordination and management (rentals, internal)
- Graphic design familiarity
- Webmaster skills
- Social media management
SPECIFIC SKILLS:

- Technical proficiency and ability to master various software programs, including:
  - Mastery in Microsoft Office 365: including Word, Excel, One Drive, PowerPoint, Publisher (or other desktop publishing programs).
  - Technical proficiency in Zoom video conferencing.
  - Highly skilled in Squarespace and/or other web content management systems.
  - Skilled in the management of Facebook, Instagram, and other social media applications.
  - Ability to use Breeze Church Management and Mailchimp software.

- Ability to perform detailed numerical work (managing the office budget; analyzing worship attendance, etc.) with speed and accuracy.

- Excellent written and oral communication skills.

- Ability to manage time to effectively accomplish all tasks.

ESSENTIAL FUNCTIONS/MAJOR RESPONSIBILITIES (detailed below):

1. Office Management
2. Facilities Support
3. Membership Support
4. Rental Agent
5. Website and Social Media Management

Office Management

Ensures that the Minister, Board, and program staff (Music Director and Director of Religious Education) receive adequate administrative support, including in the preparation of announcements and the Order of Service, and other activities as needed; enables communications with the congregation through the newsletter, email blasts, bulletin boards, and website updates.

Ensures the Minister has adequate IT support, comfortable working space, and office order.

Manages the office so that it is an efficient and effective space for working volunteers, recording incoming checks for deposit, reordering supplies, etc. Maintains the office budget. Acts as a resource for employees on policies and procedures.

Keeps church records and master calendars for both church and outside groups, reorders supplies and equipment in consultation with appropriate staff and lay leaders, collects and processes incoming and outgoing mail.

Performs other administrative duties as assigned.
Facilities Support
Ensures building security and access by overseeing passkey management and policies, and by scheduling the operation of door locks. Ensures that policies, procedures, and custodial coverage are provided for all church and outside group activities.

Keeps a digital and paper file record of all facility contracts. Monitors contract renewal expiration dates and communicates with Facilities and the Board in advance of renewal dates.

Contacts repair or insurance representatives in conjunction with the Facilities Committee, as appropriate.

Supports the Facilities Committee by maintaining a seasonal calendar of property and building care, and assists in long-range planning and budgeting for maintenance and equipment.

Membership Support
Assists the Board Secretary in maintaining membership records, voting eligibility lists and attendance records. Maintains an up-to-date member directory and provides member access to online and paper versions.

Partners with the Minister, Music Director, Director of Religious Education, and Membership Committee to support programs for current and prospective members.

Supports the Membership Committee in the maintenance of membership information for current and new members.

Rental Agent
Serves as rental agent for outside groups. Maintains rental files and contracts. Maintains a schedule of rentals that do not interfere with church services, events and activities.

Website and Social Media Management
Manages overall outreach communication strategies. Markets both internal and external programs and events.

Manages and updates UU Reston website and social media.

Ensures that all posts on social media conform to Unitarian Universalist principles. Has authority to rescind access by individuals not conforming to our principles.

Produces special outreach materials (tri-fold brochures, booklets, pamphlets, etc.) as time permits.