

Communications & Office Administrator:

Community Church Unitarian Universalist

About Us: Community Church UU (www.communitychurchoo.org/ccuu/) is a progressive faith community whose “purpose...is to form a community to practice and advance a free and responsible search for truth and meaning, the inherent worth and dignity of every person and a commitment to ethical living.” We hold Sunday services at 11 am and are a small but vibrant Community that engages our faith throughout the week, both within the Church and outside its walls. We are located at 6690 Fleur de Lis Drive in Lakeview.

About You: CCUU is currently looking for a Communications & Office Administrator who will lead our online outreach, help coordinate internal communications & systems and do some office administration, including managing CCUU’s rentals.

The Administrator will primarily work with CCUU’s Minister Reverend Darcy Roake, who will connect the Administrator to the larger CCUU landscape. While having specific discrete tasks the administrator will also be asked to collaborate / bring their own skills to the position. The position is currently for 10 hours a week at \$15 an hour. The hours are somewhat flexible within the Tues, Wed, Thurs 9-5 timeframe (though hours should be consistent when decided upon) and there is room for growth in the position.

Skills include:

- Comfort with multiple online platforms (facebook, twitter etc)
- A keen sense for design & outreach
 - Design and editing skills a plus (including creating pamphlets, online visuals etc)
- Excellent organization skills
- Ability to manage tasks independently
- Excel & Word proficient

Tasks will include, but not be limited to:

- Managing CCUU's Communication
 - Post Rev. Darcy's sermons, CCUU announcements/ events online
 - Work with Rev. Darcy & the Outreach Team to think creatively about continued outreach as we work to increase our reach as a progressive community
 - Manage CCUU Calendar in coordination with Communications team
 - Work with Rev. Darcy & Ministry teams in supporting their work administratively
 - Work with Rev. Darcy & Ministry teams in organizing, collating (and sometimes creating) written materials for Church systems & processes

- Office Administration
 - Check CCUU office e-mails, phone messages & mail and forward to the correct person, when applicable
 - Work with Rev. Darcy & the Transition Ministry team to organize the CCUU office, particularly amidst CCUU's current transition to a new Minister
 - Assist in creating the Order of Service & announcements, if needed
 - Manage CCUU Building Rentals
 - Be the point-person for possible CCUU renters (including building tours)
 - Work with CCUU Board & Treasurer to streamline the rental process
 - Work with Building and Grounds to make sure building is in good order & alert B & G Chair immediately as issues arise

All are welcome and encouraged to apply by October 15th. Please send a resume and a cover letter or e-mail telling us a bit about yourself to minister@communitychurchuu.org. If you don't fit all the criteria or have talents in addition to those listed, let's have a conversation.