

PRAIRIE UNITARIAN UNIVERSALIST CHURCH (PUUC)
ADMINISTRATIVE AND COMMUNICATIONS COORDINATOR (Part-time)
JOB DESCRIPTION

The coordinator is responsible for a broad variety of administrative tasks that range from secretarial to project management tasks. The position is remote (home based). A regular schedule for most of the 14 hours a week is expected, but there is flexibility in when these hours are. Some evening and weekday hours would be needed.

MAJOR JOB RESPONSIBILITIES:

- Prepare and distribute the PUU weekly newsletter (4 to 6 hours a week)
- Manage access, permission and file structure to the Church “Breeze” program and Google Suite documents. (1 hour a week) with input from minister.
- Train lay leaders, as needed, to use Google documents and Breeze resources.
- Coordinate the Core (Sunday worship service) team communications to the Core team, Minister, Musicians, web site specialists and the Board as applicable.
- Liaison between Prairie UU, and Unitarian Universalist Association (UUA), UU Regional office, UUs for Racial Justice and other UU oriented groups as needed, in collaboration with the minister.
- Communicate PUUC events, activities to outside congregations, media outlets and nonprofit allies.
- Partner with the Minister to provide clear communications and support for PUU’s mission, values, worship and educational programs.
- Attend periodic staff meetings (on-line) and other, usually, monthly coordination meetings (on-line).
- Reserve meeting space for the Minister and for Sunday worship, including arrangements to pay when necessary.
- Maintain a master congregational calendar and church documents

SUPPORT FOR SPECIAL PROJECTS

- Prepare Communications materials for the Stewardship Drive (10 to 20 hours over time)
- Provide external communications materials and support for the Auction (6 hours yearly)
- Others as needed

QUALIFICATIONS:

- Punctual, reliable, detail oriented professional
- Understands office organization and operations
- Communicates clearly in English, using good grammar, spelling and vocabulary
- Maintains confidentiality and utilizes discretion
- Enthusiastic, independent, and follows through with requests
- Competent use of PCs and related software, including Windows, Word, Excel, PowerPoint, Google Suites, Constant Contact or Mail Chimp, and WordPress or other website software
- Experience working on multiple projects and being pro-active
- Experience using “Breeze” or similar church software is preferred
- Prefer knowledge of Unitarian Universalists Principles
- Associate degree in Administration or equivalent experience preferred
- Prefer experience working with volunteers

Reports to: Prairie UU Board via President or designee

Salary: \$16.50 to \$18 per hour for 14 hours per week

Location: Prairie Unitarian Universalist Church meets in Parker, CO, usually at the wonderful Parker Library. We are a small liberal church. Someone who can attend occasional meetings in-person would be preferred, but not required.

Start Date: mid-July 2022

Submit cover letter and resume to: JanetS@PrairieUU.org Please submit by July 5, 2022.

Prairie Unitarian Universalist Church is an equal opportunity employer. We welcome applicants of all races, color, Nationality, ethnic origin, religion, age, sex, disability, pregnancy, sexual orientation, gender identity or Veteran's status.