

THE COMMUNITY CHURCH OF NEW YORK

UNITARIAN UNIVERSALIST
40 East 35th Street, New York, N.Y. 10016
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Rev. Bruce Southworth
Senior Minister

Gerald A. Brown
Director of Music

Esther Rosado
Director of Lifespan Religious Education

Garnett Losak
Administrator

Valerie Lynch
Membership Coordinator

Dr. Anthony P. Johnson
Affiliated Minister

Position Available

Business Administrator Full-Time, Exempt

The Community Church of New York Unitarian Universalist is seeking a full-time Business Administrator to begin ideally by October 1, 2011, but no later than November 1, 2011. The Business Administrator will oversee the day-to-day business functions of the church and its properties, support the Board of Trustees, and supervise and direct staff to insure smooth and efficient operations and congregational growth. The Business Administrator must be flexible in meeting the unique culture of the church and its decision-making procedures, which are designed to insure transparency and congregational input. The Business Administrator is supervised by the Senior Minister and reports to the Senior Minister and the Board of Trustees.

The Community Church is a theologically liberal and socially progressive congregation seeking to build the Beloved Community. The Church is housed in a cluster of buildings in the Murray Hill neighborhood of Manhattan and has a metropolitan constituency. It is a member of the Unitarian Universalist Association of Congregations and follows the Fair Compensation Guidelines of the Association. The Community Church is an equal opportunity employer.

The ideal candidate will have a bachelor's degree (master's preferred); relevant management experience in a congregation, corporation, non-profit, or other complex organization; expertise in Microsoft Suite, ACS church management applications, and other relevant software; experience with pre-war buildings, personnel management, and income-producing property,

A complete job description is posted at www.ccny.org, where you may also learn more about the Community Church and its ministries. Please send a cover letter reflecting your understanding of the position and what you might bring to it and a complete resume, including a list of three references, in Word or PDF to the Rev. Dr. Anthony P. Johnson at apjohnson@uuma.org. Applications will not be accepted by snail mail or fax. Please, no phone calls!

Our Mission is to grow as a caring, justice-making, anti-racist diverse spiritual community.