

**OPEN POSITION**

**Date Posted:** August 15, 2010

**First Parish in Needham,  
Unitarian Universalist**

**Position:** Parish Administrator  
**Reports To:** Minister  
**Status:** Full-time exempt professional position with benefits and flexible hours

**Basic Purpose:** The Parish Administrator organizes and ensures the smooth and efficient functioning of First Parish operations, either directly or through coordination of service providers and volunteers. Within guidelines provided by the Parish Committee and Minister, the Administrator coordinates all office functions, communications, and record-keeping, manages the facilities, including rentals and maintenance functions, and provides administrative support for the Minister and lay leadership.

**Principal Responsibilities:**

1. Staffs the parish office, assisted by volunteers, answering phones, email, and other communications, fielding inquiries, requests for information, and complaints, ensuring timely referrals and responses.
2. Provides administrative support to the Minister, Parish Committee, and other parish programs and committees as needed, setting priorities in consultation with the Minister and lay leadership.
3. Manages parish calendars and coordinates room reservations.
4. Maintains the parish's membership database, supports the Minister and Membership Committee in tracking and contacting newcomers, and provides membership information to other committees as needed.
5. Orders supplies for the parish, maintains well-organized paper and electronic records, files, and data, and manages all IT functions.
6. Oversees systems of financial accounting (deposits, payroll, benefits, accounts payable, contribution records, expense reimbursements), ensuring timeliness and accuracy. Produces reports for the Treasurer and the Finance and Stewardship Committees. Produces and sends pledge statements and annual contribution summaries.
7. Supports the development of the annual operating budget.
8. With support from volunteers, oversees and produces a biweekly newsletter and a weekly order of service. With support from the Communications Committee, maintains the First Parish website and sends out electronic communications.
9. Arranges for or produces specialized publications and communications for parish events, programs and fundraising; gathers and produces annual reports.
10. Manages facilities rentals, and acts as liaison to long-term tenants. Works with the Property Committee on all buildings and grounds issues, maintenance and repairs.
11. Oversees all contractual arrangements with service providers, including custodial services, grounds maintenance, information technology, and office equipment.

**Conditions:** This is a flexible, full-time, professional position with a salary of approximately \$36,000 per year (negotiable), plus generous benefits (including a retirement program contribution of 10% of salary; roughly \$7000 annually toward health insurance – or 50% of that amount as additional salary if otherwise insured; life insurance; long-term disability insurance; and vacation (including a week at calendar year end and two weeks in July-August). Hours are flexible: approximately 35/wk from Sept. to June, including most weekday and Sunday mornings, and approximately 18/wk in July and August.

**Qualifications:** The ideal candidate is a highly-organized administrator. Strong management, interpersonal and communication skills, and computer, writing, and editing proficiencies, are essential, preferably with some experience with applications now in use (MS Office, QuickBooks, Church Windows database). Preferred candidates will have a bachelor's degree or higher and experience in not-for-profit management, including financial, property, and IT management. The Parish Administrator should be able to understand and communicate the values of the community being served.

**How to Apply:** First Parish is an equal-opportunity employer and actively encourages applications from people of racial, ethnic, and sexual minorities and people with disabilities. Send cover letter and resume via email to [office@uuneedham.org](mailto:office@uuneedham.org) – indicating “Administrator Application” in the subject line.

**About First Parish:** First Parish in Needham, Unitarian Universalist, is a growing congregation of approximately 280 adult members, 120 children and youth, and many friends and inquirers. More information about the parish, its staff and programs can be found on its website, [www.uuneedham.org](http://www.uuneedham.org).