

THE COMMUNITY CHURCH OF NEW YORK

UNITARIAN UNIVERSALIST
40 East 35th Street, New York, N.Y. 10016
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Email: info@ccny.org • Web page: www.ccny.org

Rev. Bruce Southworth
Senior Minister

Janice Marie Johnson
Director of Lifespan Religious Education

Gerald A. Brown
Director of Music

Valerie Lynch
Membership Coordinator

Pat Richter
Interim Administrator

Rev. Anthony P. Johnson
Affiliated Minister

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BUSINESS ADMINISTRATOR

FULL-TIME POSITION

The Community Church of New York Unitarian Universalist is seeking a full-time Business Administrator to begin ideally by February 1, 2010, but no later than March 1, 2010. The Community Church of New York is a member of the Unitarian Universalist Association of Congregations. It 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.

The Business Administrator will oversee the day to day business functions of the church and its properties and will supervise administrative and custodial staff, in order to ensure smooth and efficient operations and growth in programs, membership, and revenue from building use. In addition to the usual congregational functions of worship, education, and pastoral care, the church operates a guest house and rents space to a preschool and a wide range of religious, community, and educational organizations. The Business Administrator reports to the Board of Trustees and the Senior Minister and is supervised by the Senior Minister.

The ideal candidate will possess a master's degree in business, nonprofit management, or a related field and five or more years of relevant experience. S/he will have the flexibility to work within the church's culture and congregational decision-making processes. S/he will have excellent verbal and written communication skills, the ability to present complex information clearly and concisely (to facilitate decision-making and staff performance), knowledge of Microsoft Office and the ability to master additional management software, including ACS (congregational statistical software).

The Community Church of New York is an equal opportunity employer.

Please send a cover letter and complete resume to Rev. Anthony Johnson at apjohnson@uuma.org. For more information about the Community Church of New York, please visit www.ccny.org. Applications will be received and reviewed on a rolling basis until January 15, 2010.

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