

## **Building Use Administrator**

First Congregational United Church of Christ – Longmont, CO 80501

Part-time

### Job Summary

The Building Use Administrator for UCC Longmont is responsible for all aspects of church building use administrative activities. As a member of our Church Staff, you must be a team player and be willing to work within a group to cross-train in various areas such as: office administration, staff support, building use management and volunteer coordination, as well as willing to assist other staff members with their projects. This position starts out as a 20-hour a week position, at \$16.00 per hour.

Please contact United Church of Christ in Longmont at [apply@ucclongmont.org](mailto:apply@ucclongmont.org) or (303) 776-4940.

### Accountability

The Building Use Administrator is accountable to the Senior Pastor and other Church Staff team members serving in staff positions at UCC Longmont. He/she will receive day-to-day direction from the Senior Pastor, and will have substantial coordination responsibility for finding, signing, and supporting building lease and rental users. The Building Use Administrator also manages and coordinates outside service providers, such as a cleaning service, snow and ice removal service, and various other volunteer and paid building support contacts.

### Specific Duties

#### **Building Usage**

- Manages and coordinates all building usage (i.e., activities, meetings, and events). Schedules all building maintenance and repair activities under the direction of the UCC Longmont Council and Finance Committee.
- Supervises cleaning service including assigning tasks and duties.
- Oversees distribution of all church keys and maintains lists of individuals having keys to church buildings or property.

#### **Shared Administrative Activities**

- Provides initial reception for in-person visitors to UCC Longmont. Directs visitors to appropriate Church Staff members or church locations. Answers incoming calls and routes appropriately. Manages the recorded telephone message system and checks it daily; routes messages (as required).
- Provides hospitality for groups using the building (check daily which rooms will be in use, make sure heat/AC is on, unlock doors, etc.).
- Develops and monitors the office budget; oversees the use and care of the office equipment; and monitors and purchases office supplies.

- Schedules volunteers as needed for special meeting coverage and other times when additional coverage or assistance is needed.
- Formats newsletter, enters data, copies, and prepares for mailing.
- Organizes, develops, copies, and collates materials for several various annual and seasonal projects.
- Maintains online church calendars. Prints out calendars for staff meetings, and posts weekly and monthly calendars in appropriate locations around the church building.
- Prepares certificates for new members, baptisms, confirmation, etc., as requested by the pastor.
- Prints new church directories for staff quarterly, and provides them with updates in the interim. Prints and publishes online new church directories for members.
- Distributes incoming mail. Organizes and schedules outgoing mailings.
- Assists members and visitors with copying jobs.

### **Confidentiality and Other Duties**

- Signs and adheres to a confidentiality agreement.
- Attends weekly staff meetings (daytime), and monthly meetings on an as-needed-basis with Council (evening).
- Performs any other designated responsibility related to Building Use Administration or facility usage.

### **Qualifications Required**

- Able to maintain an organized work environment, prioritize assignments, and meet deadlines.
- Highly proficient with PC-based desktop environments using Microsoft Word and Publisher. Willingness to learn new software applications (as required).
- Experienced in office or building/facilities management. Prior experience in church environment and/or hospitality experience is desirable.
- Excellent communication skills, both oral and written, including a friendly telephone and face-to-face manner.
- Able to multi-task while functioning independently and as a member of a staff team.
- Able to deal with diverse groups and handle unexpected requests for support.
- Able to create a warm, positive, and welcoming office environment.
- Professional and business-like ability to work with external organizations.
- Ability and willingness to deal with confidential data.

Job Type: Part-time