COMMUNITY UNITED CHURCH OF CHRIST
BOULDER CO
July 2023

Position: Office Administrator

Hours: 20 hours per week

Primary Responsibility: This person works with the Pastor, Coordinating Council and CUCC commissions and committees to ensure orderly conduct of church business. This person will aid the church in achieving its mission.

Personal Characteristics & Skills:
This person must be an organized self-starter who works well with others. They must be a good communicator, both written and orally. Tactful assertiveness is a must as is a good sense of humor and flexibility. They must be knowledgeable in G Suite tools such as Docs, Sheets, Drive, Slides etc. or Microsoft Office, including Word, Excel, Publisher, and PowerPoint. Additional skills in database management, website management and mass email systems highly desirable. Must be able to learn new software as needed. Supportive of a progressive church that is committed to justice, peace and the openness to and affirmation of all people.

- **Qualifications**
  - Experience with G Suite tools such as Docs, Sheets, etc. or Microsoft Office software: Word, Excel, Outlook, PowerPoint, Publisher
  - Strong and positive communication skills
  - Detail-oriented and organized
  - High level of confidentiality
  - Excited to work on a team
  - Able to work independently, as much of the actual work time will be on your own

Primary Job Responsibilities:
This position is multifaceted and requires the ability to maintain several ongoing programs & responsibilities that may or may not be related. The responsibilities include, but are not limited to the following:

- **General Office Administration**
  - Maintain annual calendar and coordinate planning
  - Keep office supplies stocked
  - Answer the phone, respond to voice mail messages and email within 24 hours, check mailbox and distribute mail
  - Attend staff meetings weekly

- **Communications**
  - Respond to contacts from the CUCC website
  - Create bulletins, announcements, engaging weekly and monthly e-mail newsletter for distribution by collaborating with staff and lay leaders
  - Posting those pieces on the CUCC social media platforms
  - Managing any CUCC emails and the email management system (mailchimp)
  - Ensure website calendars are updated with all CUCC events and non-CUCC events held onsite

- **Additional**
  - Share responsibility for coordinating facility use
  - Maintain the church directory
  - Prepare the weekly announcement slides used during Sunday services in WIX/OBS livestreaming

Accountability:
The Office Administrator will be hired by the Personnel committee and responsible to the congregation through the Coordinating Council. The Office Administrator will report to and be supervised by the Pastor.

Compensation:
$20/hour commensurate with experience.

Please send resume, including references to personnel@cuccboulder.org. No phone calls please.