

Rev. 10/24/17  
**JOB POSTING**

**OFFICE COORDINATOR**  
First Unitarian Society of Milwaukee

Position Title: Office Coordinator  
Position Type: Fulltime  
Classification: non-exempt (hourly)

**First Unitarian Society of Milwaukee**, a Unitarian Universalist congregation, is a progressive church based on diverse beliefs, intellectual freedom, spiritual community and social justice. We are a vibrant congregation of 750 members with numerous educational, spiritual development, and social justice ministries and programs.

**Position Summary:** First Church seeks a dependable Office Coordinator with proven clerical skills to be responsible for a variety of office and administrative tasks necessary for day-to-day operations of the church office. This position is not open to First Church members.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

**Publications Production:** With editorial support from the communication specialist, is responsible for:

- Lay out per template, execute production and distribution of weekly, monthly, and occasional publications and signage.
- Create and edit electronic forms.

**Database Management and Data Entry:**

- Data entry including: visitor, member, contribution, and activity information.
- Maintain clean database, regularly checking data for accuracy and completeness.
- Provide staff support for database including occasional reports and assistance with questions or issues when able.
- Collaborate with the Membership Development Coordinator in developing new features of the church management software.
- Manage the church calendar and make room reservations.

**Administrative Processes:**

- Prepare weekly deposits with the support of the Director of Administration.
- Create and distribute monthly pledge payment statements.
- Manage *Share the Plate* contributions process, memorial contributions process, Sunday flowers process, child dedications process.

**General Office:**

- Facilitate information requests and provide reception duties.
- Manage U.S. mail including preparing monthly bulk mailing.
- Maintain and keep office supplied, including managing copier and postage meter.

Perform other clerical and administrative tasks assigned by the Director of Administration.

**QUALIFICATIONS:**

- Proven general clerical skills, working knowledge of MS Office (especially Word and Excel), basic database, calendar and forms software.
- Keen attention to detail.

- Excellent time management skills; ability to manage competing priorities.
- Proven helping orientation.
- Excellent at sharing information with others so they can do their jobs well.
- Clear and pleasant interpersonal communications skills.
- Ability to maintain confidentiality; integrity and trust.
- Identifies personal gaps in knowledge and skills; undertakes appropriate activities to develop needed skills.
- Supportive of Unitarian Universalist values and our approach to liberal religion.

**PHYSICAL REQUIREMENTS:**

- Must be able to remain in a stationary position at a desk for extended periods of time.
- Needs to occasionally move about inside the office to answer the door, access cabinets and office machinery, attend meetings, etc.
- The person in this position frequently converses on the phone and in person to convey information.

Start Date: immediately

Salary: \$13.00 - \$15.00 per hour commensurate with demonstrated experience.

Benefits: Health insurance, paid holidays and sick leave, two weeks paid vacation per year, retirement savings contribution to a 403b plan in an amount equaling 10% of gross salary after one year of service.

How To Apply: Email a resume and cover letter that outlines how you meet the qualifications to: [jean.johnson@uumilwaukee.org](mailto:jean.johnson@uumilwaukee.org) Please include "Office Coordinator" in the subject line. Position is open until filled.

*Diversity and inclusion are core values of First Church. It is an equal opportunity employer that does not discriminate against any person because of race, color, gender, creed, ethnicity, sexual identity or orientation, age, class, disability, national origin or ancestry. We are interested in actively promoting more diversity within our congregation.*