



<b>Job Title:</b>	<b>Office Administrator</b>		
<b>Location:</b>	901 Page Ave. Fort Worth, TX 76101	<b>Supervisor:</b>	Minister
<b>Level/Salary Range:</b>	\$15 / hour, 20 hours / week	<b>Position Type:</b>	Half Time (includes benefits)

**Job Description**

**ROLE AND RESPONSIBILITIES**

- Responsible for a variety of operations for the administration of the church under modest supervision. Work from the church office, primarily on weekdays, with occasional weeknight or weekend duties.
- Be the communication gatekeeper: Answer telephones when in the office and take messages. Check church voicemail. Open, sort and route incoming mail and prepare outgoing mail. Greet and welcome each visitor in a friendly, warm and professional manner.
- Assist with Membership and Worship committee administration duties.
- Administer the church database (currently Icon).
- Log New and Return Guests into Membership Database. Produce directories. Create name tags when requested.
- Prepare various church communications, manage distribution lists, and upkeep online calendar.
- Prepare the weekly Order of Service, inserts, and slides for projection. Orient pulpit guests to our process once they are scheduled.
- Interface with the UUA to keep our membership list up-to-date and coordinate annual certification.
- Conduct background checks as requested.
- Bookkeeping: Administer payroll. Assist the treasurer in bank reconciliations as needed.
- Other duties as assigned.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

- High school diploma or GED.
- Associate of Arts Degree (A.A.) in Business Administration preferred
- At least one year of bookkeeping experience.

OR

- An equivalent combination of training and experience.

**PREFERRED SKILLS**

- Proficient with Microsoft Word, PowerPoint, Excel, and Google Suite.
- Experience with databases, and able to learn to use church program(s).
- Good knowledge of modern accounting theory, principles and practices.
- Ability and willingness to learn new computer applications.
- Ability to read and speak English proficiently. Bilingual a plus.

**PLEASE SEND RESUMES AND QUESTIONS TO**

- [jobs@westsideuu.org](mailto:jobs@westsideuu.org)