



5200 Fannin St. - Houston, Texas, 77004

713-526-5200 • office@firstuu.org

First Unitarian Universalist Church of Houston is seeking a full-time Administrative & Programs Assistant. Reporting to the Director of Finance & Operations, this position plays a vital role as a public-facing representative for First Church, while maintaining a variety of office functions.

Working independently and collaboratively, the Administrative & Programs Assistant will support the Minister, Staff, Board of Directors, and various committees. Primary responsibilities will focus on: general administrative support, including handling of incoming calls, emails, and mail; preparation and distribution of key communication materials such as weekly newsletters, Sunday orders-of-service, maintaining weekly attendance; data entry and updates to the church databases; assisting with website maintenance; assisting with building rentals; and creating surveys and assisting with zoom links/setups.

Title

- Administrative & Programs Assistant

Start date

- November 2023

Full-Time/Part-time

- Full-time (40 hours per week)

Compensation

- \$18/hour - Approximately \$37,440 Annually
- Benefits: Medical, PTO, Long-term disability insurance, life insurance - Eligible after 90 probationary period. Contributions toward retirement after 1000 consecutive hours worked.

Reports to

- Director of Finance & Operations

Essential duties

Administrative Duties

- Handles and distributes mail and emails
- Answers phone calls/messages
- Greets visitors/members and accepts deliveries
- Manages maintenance of office equipment and supplies
- Maintains calendar for Senior Minister & Director of Finance & Operations

- Ensures printer has paper, toner, and is functioning properly
- Maintains well-organized files (digital and hard copy)
- Maintains and updates the church calendar
- Arranges room reservations and Zoom meetings
- Interacts with key suppliers (security company, copier company, cleaning person)

Communications, Documents, and Reports

- Prepares Annual Report using inputs from Committees and the Board
- Prepares and publishes weekly on-line newsletter
- Works with the Committees & Teams
- Initiates surveys, monthly attendance graphs
- Mails hard copies of essential communications to select congregation members
- Inquirer's Series Announcements, letter-board update, weekly room usage sign
- Provides administrative support to the Director of Religious Community

Building Rentals

- Assists with rental requests
- Ensures Sexton is engaged with rentals as needed

Support of Sunday and other Services

- Assists with weekly announcements
- Tracks weekly attendance (with inputs from others)/graphs
- Creates Orders of Service for Sundays / Memorial Services

Required Skills

- Interpersonal skills – The Administrative & Programs Assistant will interact with a broad range of guests/members within and outside the congregation. Establishing excellent rapport with others is the key to success in this position. Excellent written and oral communication skills are necessary. The Administrative & Programs Assistant is expected to act in a manner consistent with the mission and values of First Church.
- Organizational Skills – This position manages an array of tasks of varying complexity and time requirement. The Administrative & Programs Assistant needs to organize their time appropriately to ensure timely and accurate results while working primarily independently.
- Office Software Proficiency – This position requires proficiency in basic office programs, such as Microsoft Office, Google Suite, and Realm (Member database-training will be provided). It requires knowledge of database entry and management, and the ability to learn other programs quickly.
- Initiative – The right candidate will be a self-starter; flexible to change and managing multiple tasks simultaneously; able to provide administrative support to the staff, visitors, and members.

Desired Experience

- Demonstrated proficiency working with the public in a positive and professional manner
- Experience with standard desktop software applications (Word, Excel, Outlook) as well as proficiency and great attention to detail in web content management software and database software for managing membership information
- Experience in a church or non-profit organization is desirable
- Demonstrated strong written and oral communications skills
- Experience successfully working in a team environment

Interested, qualified persons should forward their cover letter and résumé to:

info@firstuu.org

About First Church

The First Unitarian Universalist Church of Houston has over 300 members in the Museum District of Houston, Texas, with an average Sunday morning attendance of 250 (combined in-person and online). Over 40% of the congregation is new within the last 5 years with significant growth in members under 40 including many with children.

The Unitarian Universalist Association is a progressive and historic religious denomination. While it is not generally required or expected that an applicant/employee identify as a Unitarian Universalist (UU) or be a member of a UU congregation in order to work at the First Unitarian Universalist Church, Houston all staff members are expected to perform their job duties in accordance with Unitarian Universalist values, principles and mission. In particular the following points, drawn from the Seven Unitarian Universalist Principles, are of particular importance for First Church's work environment and staff culture:

- The inherent worth and dignity of every human being: We affirm the need for a human-centered workplace that allows our diverse staff to flourish. We also understand that our wider culture and society oppresses and denies human dignity, and we seek to counter the effects of that oppression in our hiring and workplace culture so that each person feels whole and valued.
- Justice, equity and compassion in human relations, and the goal of world community with peace, liberty and justice for all: We speak openly and publicly of our support for social and political issues, including LGBTQ equity, racial justice, climate justice, gender equity, and reproductive justice.
- The interdependent web of existence: We recognize that the liberation of all people is interwoven, and we work to counter patriarchy, white supremacy, colonialism, homophobia, transphobia, environmental exploitation, and other interrelated systems of marginalization.