

JOB POSTING
CONGREGATIONAL ADMINISTRATOR
BELLINGHAM UNITARIAN FELLOWSHIP, BELLINGHAM WA

Bellingham Unitarian Fellowship (BUF) is in search of a friendly, welcoming and multi-skilled administrator to support the minister, staff, board, and congregation. This full-time position has office administration, accounting support, and facilities/rental management, all of which are vital to our organization.

We believe every member on our team enriches our diversity by exposing us to a broad range of ways to engage with the world, identify challenges and to discover, design, and deliver solutions.

The congregational administrator will be the key ambassador to callers and visitors, thus needing excellent customer service skills. Many of the administrative tasks require knowledge of current technology and the willingness to learn new applications. This position requires the ability to problem solve, be team oriented, and handle confidential information with discretion and maturity. This role requires flexibility and occasional after-hours availability, along with the skills to be a self-starter and work independently at times. This position reports directly to the Minister.

KEY RESPONSIBILITIES:

***Reception, Communications and Publicity for the Congregation and Wider Community**

Provides administrative and clerical support to the Minister, staff, Board of Trustees and ministry teams. Responsible for production and dissemination of congregational communications, including newsletters, electronic mailing lists, etc. Works with virtual communications and web-based materials to support on-going operations of the congregation.

***Recordkeeping, Reports and Database Management:** Maintains historical records and databases, including creating and maintaining a database of contacts to provide diversity training and serve as an initial point person to collaborate on those events.

***Building Use Coordination:** Processes and coordinates all building-use requests.

***Risk Management:** Oversees building safety and security.

***Hiring, Supervising, and Human Resource Management:** Hires and supervises office operation staff, both paid and volunteer and building management personnel.

***Financial:** Monitors and oversees operational expenses.

***Graphic Design Experience:** Assist in identifying and assembling resources for BUF Diversity initiatives. Design and create materials to promote community awareness of affinity group outreach.

SKILLS NEEDED:

*Knowledge and experience in office management, financial accounting, reporting, forecasting and budgeting using GAAP (Generally Accepted Accounting Principles) and experience in inventory control and purchasing.

- *Documented business and/or management experience.
- *Excellent communication skills that include written, oral and technical/virtual mediums
- *Experience in human resources, including hiring and supervision.
- *Adept in use of a variety of management software that would include word processing and data management, calendar and schedule management, and communications - both electronic mail and virtual platforms. Ability to use social media is also desired.
- *Skilled in time and task management.
- *Experience managing volunteers and/or as a volunteer in a well-managed program.
- *Demonstrated commitment to valuing diversity and contributing to an inclusive working environment.
- *The ideal candidate will be knowledgeable about DEI (Diversity, Equity, and Inclusion) best practices and successful in working closely with marginalized populations and communities.
- *Familiar with and/or comfortable with Unitarian Universalist principles and purposes and the mission of the Bellingham Unitarian Fellowship.

STARTING SALARY RANGE: \$45,000 - \$47,000, *depending on experience.*

BENEFITS: UUA Retirement, Healthcare, Disability, and Paid-Time Off

Please send a resume and a letter of interest that details why you would be a good fit for this position to: adminhiring@buf.org. Applications will be screened beginning April 30. We will be conducting interviews on a rolling basis using Covid-safe practices and hope to have our new congregational administrator selected by mid-May. We are an equal opportunity employer and one that celebrates diversity and is committed to providing an inclusive environment for all employees.

ABOUT BELLINGHAM UNITARIAN FELLOWSHIP

We are a liberal religious community near downtown Bellingham that values the diversity of individuals and affirms Unitarian Universalist principles. Our congregation welcomes persons of every age, physical ability, race, ethnicity, national origin, citizenship, religion, gender identity, and sexual and affectional orientation. As a community, we aspire to provide a creative and nurturing environment where social, spiritual, and personal development are encouraged and acknowledged. We endeavor to teach, to learn, and to serve both our community and the world.

Sunday Services and most meetings are currently held remotely using Zoom. There is a congregational Task Force working on post-Covid building use and safe transitions for the health of the community. For more information about Bellingham Unitarian Fellowship please go to <http://buf.org>.

For a detailed job description and hiring information, please go to <https://wp.buf.org/administration-overview/employment/>