

Position Description: Contracted Administrative Support

The contracted individual in this position provides administrative and organizational supports to the St Cloud Unitarian Universalist Fellowship to meet membership needs for communication and organization and operations. This position's responsibilities may evolve subject to ongoing communication between the Contractor and the President of the Executive Board.

The contractor reports to the St Cloud Unitarian Universalist Fellowship Executive Board with direct reporting to the President of the Board.

Program Support (10%) 2 hours per week

1. The contracted individual will be available at least 75% of the Sundays to serve as back up to the program committee/speaker/performers/coffee host volunteers and attendees and to interact with members. These duties will be between 10 and 12. On the Sundays that Contractor is unavailable, Contractor will arrange for a volunteer substitute and notify the Chair of the Program Committee of the change. Sunday responsibilities include:
 - Arrive at 10 a.m. to assure that coffee host duties, building arrangements and technology needs are functioning and assist users if needed.
 - Be available to answer questions, trouble-shoot, fill in gaps, monitor activities prior to service.
 - In case of inclement weather, assesses with Board officers; based on the decision to cancel services, informs radio stations, the Web and Facebook Page Administrators the announcement to cancel. May make personal phone calls to alert members of cancellation.

Administrative Support (35 %) ~4.5 hours per week

2. Provide administrative support to the Program, Buildings and Grounds and Child Religious Education committees in areas directly connected to contract responsibilities both to give and receive input. Attendance at committee meetings is not expected and keeping Minutes or notes of all committees is not expected.
 - a. Program Committee
 - i. to assist with the recruitment, scheduling, confirmation, and payment of Sunday speakers or performers.
 - ii. May communicate with scheduled speakers to confirm logistics.
 - iii. Ensure that agreed upon fees and expenses are promptly paid to the speaker/presenter.
 - iv. Help the committee assure that speaker expenses are kept within the budgeted amount.
 - v. Collects authorizations from speakers/presenters for audio and video release of photos and/or talk.
 - b. Buildings and Grounds Committee

- i. Contact service providers as needed and directed by the Committee Chair.
 - ii. Assist in providing building access as needed
 - iii. Help the committee monitor its budget, contractual arrangements with providers and records.
- c. Children's Religious Education
 - i. Schedule staff as needed for the Nursery once CRE committee has performed background checks and hired staff.
 - ii. Request volunteer back up if needed to meet Board policy of staff numbers.
 - iii. Record nursery staff hours and provide that information to the Treasurer for payment.

3. Communications and Record Keeping (50%) ~ 7.5 hours per week Support to Communications Committee

- Author and publisher of newsletter, website administrator, Facebook Page administrator and Google Docs administrator, may be contact for local media.
- Assists with the organization, maintenance and safe-keeping of Fellowship documents both historical and current.
- Responds in a respectful and timely manner to those seeking information about the fellowship and its offerings and or refers the inquirer to the appropriate individual for additional or follow-up information.
- Processes and files all incoming and outgoing communication in a timely manner.
- Updates the telephone answering messages and media announcements when needed.
- Confidentially shares with Caring Committee Fellowship member/friends special needs/concerns.
- Assures that visitor packets and visitor cards, program bulletins, children's activity kits and other materials are in sufficient supply and ready for handout.
- Coordinates and supports the new member welcoming process by identifying potential new members, placing them in contact with the Membership Committee.
- Assists Membership Committee in maintaining New Member and Visitor information packets and their distribution.
- Maintains the active member roster and the members/friends contact roster to assist in determining the number of members for UUA Fair Share Assessment certification annually.
- Maintains operating information so that it is current, codified and available. This information includes:
 - Current Fellowship membership roster
 - Member mailing lists
 - Board & committee rosters

- Board minute hard copies and digital secure copies.
- Media contacts in the service area
- Speaker contact information
- Organizes and maintains the bulletin boards with timely and appropriate information.
- Works with Board President to create agenda and Supporting Documents for Annual Meeting as well as with committee to cater Social prior to the Annual Meeting
- Prepares draft minutes of the Annual meeting and any Congregational meetings during the year if the Board Secretary requests
- Assists Annual Leadership Retreat Planning and logistics
- Prepares external reports on a timely basis for official approval and signature. These include:
 - UUA Annual Membership Certification
 - Reports to UU MidAmerica District
 - State of MN Not-for Profit annual filing
 - Other reports per the request of the Board President
- Prepares, helps edit and distributes internal communications in all formats
- Updates the bulletin at the request of the Program Committee.
- Coordinates record keeping with the Communications Committee for electronic record keeping and social media communication.

4. Accountability and Reporting (5%) ~a hour per week

- Reports work progress to the President of the Board on a regular basis
- Attends UCU Board meetings
 - regularly reports to the board as requested by the President
 - provides information for board deliberations upon request
- Reports for an annual review in March conducted with the Board President, a second board member and a congregational member at large.
- Follows the terms of the contract and this job description to perform the assigned responsibilities.

Knowledge and Skills Needed: The person in this position should act in a professional manner. The person must have strong verbal and written communication skills to write, edit and publish documents. The person is not intended to supplant the tradition of committees of volunteers operating in the St. Cloud UU Fellowship but to support those committees. The person must be able to build rapport, tactfully establish boundaries, make appropriate referrals, respectfully respond to inquiries and check on progress of committees and volunteers. Conflict resolution and problem solving skills will be valuable and attention to detail is required. The person must protect confidential information and share only with those with a need to know on a limited basis. The person must demonstrate strong organizational skills to manage multiple tasks on a timely basis and effectively perform the numerous responsibilities, some of which overlap in nature. The person needs to be cognizant of the UU Principles and reflection of those Principles in Contractor's public persona when conducting fellowship business.

The person in this position is expected to use the fellowship lap top computer provided primarily for fellowship business. Should that computer be needed for other fellowship business, upon supervisory approval, the contractor shall adjust the work schedule and responsibilities to accommodate the temporary needs of another user to carry out their duties for the fellowship.

The person in this position is expected to be:

- Readily available for inquiries from the Executive Board, visitors or members.
- Provide timely response to inquiries.
- Follow up as needed to assure that the request is answered.

The Contractor will perform other duties only as approved by the Board President or with Board consensus and as time and priorities allow.

Freedom to Act: The contractor is free to act on a schedule conducive to fulfill the contracted responsibilities on a timely basis and to determine the methods and tools needed for performance.