

We're hiring!

MUUSAN Administrative Coordinator Position

MUUSAN has begun the search for an individual who is committed to UU values, is organized, creative, tech- and digital-savvy, and has great communication skills!

Check out the full job posting below or find the link [HERE](#). Please contact admin@muusan.org with any questions. Thank you!

MUUSAN Administrative Coordinator

Reports to: MUUSAN Board

Effective: November or December 2024 (applications due Oct. 15)

Location: Remote (periodically in Augusta and other locations)

Status: 20 hours per week – 12 month year

FLSA: Non-Exempt

Compensation: \$21.06/hr, plus an additional \$200.00 per month. This \$200.00 can be added as part of salary or can be used towards healthcare benefits. This will bring the total annual package to \$24,302.40.

The Maine Unitarian Universalist State Advocacy Network (MUUSAN) links the state's Unitarian Universalist churches, amplifying the UU voice for social justice in the public square. Governed by an all-volunteer Board of members and clergy from UU churches throughout Maine, MUUSAN relies on support from a part-time Administrative Coordinator.

Job Description

Essential Functions

- Administrative support for the MUUSAN Board
- Organizational data keeping and maintenance of electronic files (primarily via Bloomerang CRM and Google Drive)
- Responsible for electronic advocacy postings, database maintenance, membership communications, event registration, and reporting
- Maintain and improve the MUUSAN website and Facebook page and expand other forms of communication in collaboration with the Board
- Collaborate with treasurer to support with basic bookkeeping for organizational expenses and income
- Work with action team chairs to funnel targeted information to individuals and Congregational Legislative Liaisons (CLLs) and Congregational Voting Liaisons (CVLs)
- Support organizational transition (2024-25) into a free-standing 501(c)3 non-profit
- Assist in creating a fund development program

Minimum Qualifications

- Strong written and verbal communication skills
- Previous organizational administrative experience and/or strong technology skills and familiarity with Google Drive (especially Docs, Sheets, and Forms), Zoom, or similar online platforms. Facility in learning how to utilize Bloomerang CRM and Weebly
- Some bookkeeping and financial reporting experience
- Development database experience including donor gift acknowledgments and tracking
- Familiarity and experience in social media platforms including Facebook
- Ability to work independently; supervised remotely by MUUSAN Board member

Physical Requirements

- Largely sedentary. Lift, carry and moving requirements are minimal and occasional
- Mental and visual requirements are high
- Verbal communication skill requirement is high

Core Competencies

- Demonstrates understanding and full support of Unitarian Universalist principles and values; can demonstrate those values to others; consistently behaves in a manner congruent with these values and the mission of the organization
- Interacts with all members and visitors in a warm and friendly manner; establishes good working relationships with those who are relevant to the completion of the organization's mission
- Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, and seeks to develop needed skills; is sensitive to changing personal and organizational requirements and changes accordingly
- Ability to manage time effectively; focus efforts on the most important priorities; keeps the larger picture in mind while tending to the smallest details; manage multiple tasks to completion

How to Apply

Please submit a resume, two references, and a cover letter explaining why this job appeals to you and suits your skill sets by October 15, 2024, to admin@muusan.org with the subject header: Administrative Coordinator Application

Questions? Please contact admin@muusan.org

The Maine Unitarian Universalist State Advocacy Network does not discriminate based on race, color, sex, sexual orientation, age, physical or mental disability, genetic predisposition, ancestry or national origin or because of a previous assertion of a claim under the Worker's Compensation Act or the Whistleblower's Protection Act.