

Unitarian Universalist Community Church, Augusta, ME
MUUSAN ADMINISTRATIVE COORDINATOR

Reports to:	MUUSAN Co-Chairs
Effective:	March 1, 2019
Status:	20 hours per week - 12 month year
FLSA:	Non-Exempt

The Maine Unitarian Universalist State Advocacy Network (MUUSAN) links the state's Unitarian Universalist churches to amplify its voices for social justice in the public square. Governed by an all volunteer Steering Committee of members from UU churches throughout Maine, MUUSAN relies on support from a part-time Administrative Coordinator. The Unitarian Universalist Community Church of Augusta is MUUSAN's fiscal agent, where the part-time Administrative Coordinator position is located.

Job Description

Essential Functions:

- Administrative support for the MUUSAN steering committee
- Organizational data keeping and maintenance of shared electronic files
- Responsibility for electronic advocacy postings, data base maintenance, membership, communications, event registration, and reporting
- Maintain and improve the MUUSAN web and Facebook sites and expand other use of social media in collaboration with the steering committee
- Basic bookkeeping for organizational expenses and income; maintenance of donor database and acknowledgement letters
- Work with issue group chairs to get targeted information including texting to individual members and congregational liaisons.

Minimum Qualifications:

- Previous organizational administrative experience; strong computer skills and experience with Microsoft Office programs (especially Word, Excel, and PowerPoint), Zoom teleconferencing or similar electronic meeting programs, and Mail Chimp or similar group email systems.
- Previous bookkeeping and financial reporting experience.
- Previous development database experience including donor gift acknowledgments and tracking.
- Familiarity and experience in social media platforms including Facebook, Websites, Twitter, Instagram
- Strong written and verbal communication skills.
- Ability to work independently; supervised by MUUSAN Co-chairs.

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; and 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 work.
- 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 along with two references, and a cover letter explaining why this job appeals to you and suits your skill sets to:

MUUSANapplication@augustauu.org

The application process remains open until this position is filled.

The Unitarian Universalist Community Church does not discriminate based on race, color, sex, sexual orientation, age, physical or mental disability, genetic pre-disposition, 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.