

Administrator
Beth Israel Congregation and the Unitarian Fellowship of Peterborough
Job Description
August 2021 - Draft

Position Title: Administrator
Employment Terms: Permanent Part-time (15 to 23 hours/week)
Where: 775 Weller Street, Peterborough, ON
Remuneration: Based on skills and qualifications

A. Description

This is a new position with duties and responsibilities shared between two faith communities...Beth Israel Congregation (BIC) and the Unitarian Fellowship of Peterborough (UFP)...and overseen by a Building Management Committee (BMC) staffed by both congregations.

The Administrator will be based in our building and will support both congregations in their shared use of the building, which includes providing and/or coordinating management, rentals, and supervision of maintenance of the building, and performing administration tasks for the Building Management Committee.

The Administrator will also provide administrative, communications (including social media) and some bookkeeping support for UFP.

The employer of record will be UFP, who is responsible for payroll (calculating, paying, and tracking benefits and source deductions.) Administrator will keep a timesheet to track hours and tasks.

Because this is a new position, we expect duties and hours to evolve over time.

We are committed to equity in our policies, practices, and programs, and support and encourage diversity in our work environment. Applications from qualified individuals, especially members of underrepresented groups, are encouraged.

B. The Person We Seek

Interpersonal skills are critical, as the Administrator is often the initial contact for inquiries/emails and the media, and acts as a liaison between the two congregations and the public. In addition, the Administrator will interact with lay leaders/volunteers and other staff members. The Administrator must have the ability to handle complaints and problems with tact, patience and diplomacy, and handle confidential and sensitive information.

C. General Expectations

- ⤴ Excellent administrative skills
- ⤴ Demonstrated self-directed and independent problem-solving abilities
- ⤴ Demonstrated knowledge of and/or skills related to building management
- ⤴ Able to multi-task and prioritize tasks
- ⤴ Excellent interpersonal and diplomatic skills
- ⤴ Excellent written and verbal communication skills
- ⤴ Excellent social media skills and agility with learning/using multiple computer programs and platforms
- ⤴ Basic understanding of, and comfort with, spreadsheets and numbers

D. Duties:

1. Building management (est. 10 hours/week)
 - a. Scheduling and oversight of building maintenance needs and required inspections
 - b. Track building-related expenses
 - c. Maintain building calendar for BIC and the BMC
 - d. Contract with and/or oversee cleaners & other services
 - e. Ensure garbage/recycling pickup
 - f. Order & pick up supplies
 - g. Contract and oversee seasonal care of property
 - h. Ensure tidiness and condition of building and grounds
 - i. Liaise with Peterborough Clinic regarding the parking lot

2. Building Rentals and Space Use (est. 5 hours/week)
 - a. Maintain the building calendar
 - b. Manage space rentals - scheduling, billing, building access, room setup and cleaning supervision
 - c. Track rental income and expenses
 - d. Communicate with the BMC regarding rentals
 - e. Setup support for BIC and UFP events as required

3. Administration and Communication for UFP (est. 8 hours/week)
 - a. Daily office tasks: voice mail and email maintenance, general communication and organization
 - b. Regular office tasks; e.g. pick up the mail, replenish office supplies, etc.
 - c. Provide support for technology needs for zoom/dual-platform services
 - d. Prepare and archive congregational documents, as requested
 - e. Financial data entry
 - f. Administrative support to lay persons and committee leads
 - g. Maintain the congregation's activities calendar
 - h. Prepare the Order of Service in collaboration with Minister & volunteers
 - i. Prepare the weekly e-news (the Flame) using Mailchimp
 - j. Update the UFP website and Facebook pages
 - k. Be a conduit for information flow between UFP members and the greater community
 - l. Work with UFP volunteers to co-ordinate tasks and projects

E. Desired Skills and Qualifications

- a. Quantifiable organizational and communication skills, both oral and written.
- b. Quantifiable experience with building management
- c. Experience with Word and Excel and Dropbox; video editing and other technology-based skills
- d. Experience with website-editing software, E-newsletter creation (Mailchimp) and other social media

F. Rate of Pay

The rate of pay for the position of Administrator will be commensurate with skills and experience, and

be based on a salary matrix as established by regionally adjusted human resources data. Performance and the compensation package will be reviewed annually or as determined by the Building Management Committee.

Hours will vary week to week (15 to 23 hours/week)

3-month probation period.

G. Notes

- ⤴ A flexible workspace is located in the building.
- ⤴ A computer will be provided.
- ⤴ Reimbursements for expenses
- ⤴ A current Criminal Background Check (Vulnerable Sector) will be required for this position.

To apply, submit a letter of interest and a resume to: Hiring_BICUFP@gmail.com

Application Deadline: September 8, 2021

Find out more about us here:

www.peterboroughunitarian.ca

<https://iccpeterborough.com>