

SEPTEMBER 2022

Job Posting

Unitarian Fellowship of Peterborough & Beth Israel Congregation

775 Weller Street, Peterborough, ON

Position Title: Administrator

Employment Terms: Permanent Part-time (approximately 20hrs per week)

Remuneration: The rate of pay for the position of Joint 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 on an as-needed basis.

Probationary Period: Three months

BACKGROUND

Through their written partnership agreement, the Unitarian Fellowship of Peterborough (UFP) and Beth Israel Congregation (BIC) are working together to co-manage space, build shared values, and “to support and oversee opportunities to bring our congregations together in dialogue and relationship-building.” The two congregations have agreed that the building and grounds will be our shared religious home, and a community hub for spiritual and social/environmental justice events and gatherings.

At this time, these two faith communities, operating out of the historic Synagogue at 775 Weller St, Peterborough, are seeking an Administrator to support our individual and organizational objectives, including the use and maintenance of the building and surrounding property.

Job Description

In addition to possessing exceptional interpersonal and relationship building skills the Administrator’s role encompasses three key areas: Administrative Operations, Supervision of Building and Property Maintenance, and Oversight of Facility Rentals and General Usage.

Desired Skills and Responsibilities:

1. Administrative Operations (approximately 17 hours/week)
 - a. Not-for-profit / charity experience an asset;
 - b. Demonstrated organizational and communication skills, both oral and written;
 - c. Daily office tasks; Managing phone, voicemail, and email correspondence with sensitivity and diplomacy; Directing inquiries; Managing office supplies and workspace; coordinating mail pickup;

- d. Experience with Word and Excel; Careful file management on office hard drive, in Dropbox, and in Google docs;
 - e. Regular communications with committees, volunteers, service and maintenance providers, and the general public; the ability to handle complaints and problems with tact, patience and diplomacy, and handle confidential and sensitive information; Liaising between the two congregations and fellow staff;
 - f. Management of communications platforms including a weekly e-news publication on Mailchimp, the UFP's website on Wordpress, and social media accounts on Facebook, Instagram, and Twitter;
 - g. Preparing invoices, requests for reimbursement, and other spreadsheets as needed using Excel. Basic bookkeeping skills and ability to collate financial data. Familiarity with PowerChurch an asset;
 - h. Manage activities in shared Google Calendars;
 - i. Track and report hours, tasks, and administrative activities to both UFP and BIC as required;
2. Building and Property Maintenance (approximately 1-2 hours/week)
- a. Experience with building management
 - b. Oversight and scheduling of building cleaning and garbage removal, repairs, and maintenance, inspections, and other services as needed;
 - c. Ordering and arranging pick up of supplies;
 - d. Tracking building-related expenses;
 - e. Ensure overall tidiness and best possible condition of building and grounds;
 - f. Liaise with Peterborough Clinic regarding the parking lot use and associated issues;
 - g. Regular consultations with a Building Management Committee (BMC);
3. Facility Rentals and General Use (approximately 1-2 hours/week)
- a. Manage outsider space use and rentals - scheduling, contracts, billing, building access, room setup and cleaning supervision;
 - b. Track rental income and expenses;
 - c. Support BIC and UFP events as required;
 - d. Attending and reporting building use and rental activities at BMC meetings;

Overall Expectations

- Excellent administrative skills

- Demonstrated self-directed and independent problem-solving abilities
- Demonstrated knowledge of and/or skills related to building management
- Able to manage 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

Notes

- A computer and shared workspace will be provided in the building;
- A current Criminal Background Check (Vulnerable Sector) will be required for this position.

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

Application Deadline: September 23, 2022

**To apply, submit a letter of interest and a resume to:
hiring-bicufp@peterboroughunitarian.ca**

Find out more about us here: www.peterboroughunitarian.ca & <https://jccpeterborough.com>
