

First Unitarian Church of Dallas

4015 Normandy Ave.
Dallas, Texas 75205



Job Description

Job Title: Administrative Assistant
Reports To: Director of Lay Ministry and Director of Stewardship and Development
Payroll Classification: Non-exempt; part-time
Schedule: Sunday through Friday; flexible schedule
Department: Membership/Stewardship
Prepared By/Date: Chris Denney; June 22, 2010
Approved By/Date: Chris Denney, June 22, 2010

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Summary: The incumbent will perform a full range of the critical organizational and administrative tasks required for the efficient and effective operation of the Lay Ministry and Stewardship departments of the church. This all-purpose position will be used to provide support as the needs dictate.

To apply, send cover letter, resume and 3 references to resumes@dallasuu.org.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Administrative Responsibilities

- Assist Lay Ministry and Stewardship & Development Directors as requested
- Prepare, copy, collate and distribute copies of print materials as directed
- Maintain membership and database records
- Assist with editing letters, newsletters, etc.
- Recruit and manage Welcome Center on Sunday mornings
- Update appropriate bulletin board(s) as directed
- Serve as relief staff in the main office, if needed
- Maintain appropriate decorum and discretion
- Other tasks as assigned

Interpersonal Skills

- Willingness and ability to initiate telephone calls and meet directly with members/clients.
- Ability to maintain strict confidentiality and privacy regarding church membership.

Internal Relations

- Work cooperatively with other staff of the church
- Able to work independently and efficiently while problem solving, and handling interruptions in a time-limited, multi-tasked environment; is a self-starter who makes good use of time

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicants must be able to pass a criminal background check in order to work for this organization.

Education/Experience:

High school diploma (2 or more years of college desirable); experience performing clerical support work

Language Ability:

Ability to read and interpret instructions. Ability to respond to inquiries or complaints from constituents; ability to write in a manner to conform to prescribed style and format using standard business English spelling and grammar.

Math Ability:

Ability to work with mathematical concepts and apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability:

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret a variety of instructions and deal with both abstract and concrete variables.

Computer Skills:

To perform this job successfully, an individual should have a strong knowledge of word processing software; spreadsheet software; Internet software and database software (Microsoft Office programs including Outlook, a plus)

Certificates and Licenses:

No certifications needed. Incumbent must possess a current valid Texas drivers license and proof of automobile insurance. Copies of these will be maintained in the personnel file

Supervisory Responsibilities:

This position has no supervisory responsibilities.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment during the M-F phase is usually low; if work is occasionally scheduled on Sunday morning during the usual worship hours of the church, the noise level in the office may be moderate at times (before and after services).

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to sit while using a computer; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl.

General Competencies

The following key elements of performance are considered a part of every job description at the First Unitarian Church of Dallas. Performance evaluations will include a review of these elements.

Ethics: All employees are expected to treat others as they themselves would like to be treated. Each employee must demonstrate by their actions an understanding of the First Unitarian Church of Dallas' Mission Statement. Confidentiality of the church's information should be maintained.

Dependability: Employees should demonstrate they can be depended on. This includes following established procedures, taking responsibility for their own actions, keeping commitments, demonstrating consistent performance, being on time for work and scheduled activities, and meeting workload expectations, ensuring responsibilities are covered when absent, and achieving goals. Each should react well under the pressure and stress encountered. Each employee should work in a way that sets a good example for others.

Judgment: Employees should exhibit sound and accurate judgment within defined parameters in their area of expertise. They should make timely decisions which they can support and explain, and they should include appropriate people in the decision making process.

Change management: Employees must be adaptable to changes in the work environment and integrate such changes smoothly. They should be open to other people's ideas and approaches and be able to change their approach to best fit the situation. Each should be able to manage competing demands.

Initiative: Employees should demonstrate initiative by seeking increased responsibility, looking for and taking advantage of opportunities, and volunteering for appropriate duties. Each should propose solutions when coming up with problems and seek agreement on these proposals. Each is expected to take reasonable independent action, and to ask for help when needed. Each should try to identify new methods or resources that could help them or others. Each should undertake self-development activities.

Job Knowledge: Employees should be competent in the required job skills and knowledge, exhibiting the ability to learn and apply new skills, and keeping abreast of current developments. Each should require minimal supervision while displaying an understanding of how one's job relates to others. Each must also understand one's own strengths and limitations.

Creativity: Employees are encouraged to display original thinking and creativity developing innovative approaches and ideas to apply to our work. Each should generate suggestions for improving work and meet challenges with resourcefulness.

Communications: Effective communications are essential to mutual understanding. To achieve this, employees should speak and write clearly, persuasively, and informatively editing writing for spelling and grammar. One should listen well and understand or get clarification. Each should keep others adequately informed, respond well to questions, participate in meetings, and demonstrate good group presentation skills. It is important to select and use appropriate communication methods. One must also maintain appropriate records and promptly submit information.

Teamwork: Employees are expected to work in a team setting and atmosphere. This includes establishing and maintaining effective relations, offering assistance and support to team members, and exhibiting tact, consideration, a positive outlook, and a pleasant manner. Team members (every employee at First Church) should work cooperatively in group situations and actively work to resolve conflicts. It is important to make oneself available to team members, help others learn and do a better job, take responsibility for team decisions, and in other ways inspire respect and trust.

Problem Solving: Employees should be able to identify problems in a timely manner, gather and analyze information skillfully, develop alternate solutions, and resolve problems in early stages.

I have read and understand these General Competencies. I have the skills to perform the required tasks.

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Applicant Signature

PRINT name

Date

Supervisor Signature

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Applicant/Employee Signature

PRINT name

Date

Supervisor Signature