

Unity of Ann Arbor
Job Description - Admin to Minister

Position Type and Hours of Work

- This is an hourly 1099 contract position at 20 hours per week
- Reports to the Minister.
- Work week structure is negotiable
- Rate is negotiable depending on experience and qualifications
- Some work can be done remotely after orientation

- Start date ASAP

Education and Experience

- Equivalent Work Experience preferred – not required

Qualifications:

- Proficiency in MS Office Suite of Products (Word, Excel, and PowerPoint)
- Knowledge of, or a willingness to learn
 - Social media tools, Facebook/Instagram, etc.
 - Google Workspace (G-Suite), Drives, Email, Calendars
 - Website posting and media (WordPress).
- Ability to communicate effectively – in person, over the phone and in writing.
- Warm, enthusiastic and welcoming to members and guests.
- Work well with others – Minister, members of the Board, congregation, guests and volunteers.
- Excellent organizational skills, accuracy and attention to detail.
- Ability to manage and assist with creation of processes and procedures
- Versatility, flexibility and a willingness to adapt to changing priorities
- Excellent written communication and presentation skills
- Commitment to excellence and high standards

Duties:

Provide Administrative support for Minister and Board including assistance with:

1. Preparation and Distribution of weekly bulletin and monthly newsletter
2. Assistance with management of Sunday Service and logistics
3. Manage the Ministry Member Records and communication
4. Assist with communication and scheduling of classes and events
5. Provide Administrative support for the Minister and the Board as required

Qualified candidates should submit their application and resume via email to unitya2board@unitya2.org

Duty Details:

1) Preparation and production of the monthly newsletter

- Gather and prepare information for publication
- Bulk Email and US mail the Newsletter
- Manage the contact list for the Newsletter

2) Assistance with management of Sunday Service and logistics

- Gather information and prepare service materials (slides handouts email communication)
- Assist the minister with scheduling and communication
- Maintain and coordinate the volunteers and list for Sunday Service
- Manage set up and tear down of the service space

3) Manage the Ministry Member/Donor Records and communication

- Gather member/donor contact information
- Add/delete member/donor contact information to the master files
- Assist with preparation and emailing/ mailing of member/donor communication

4) Assist with communication and scheduling of classes and events

- Communicate as required with class leaders, Minister and attendees
- Create and maintain a schedule for classes and events
- Post class and event information to Social sites, our calendar and our Website

5) Provide Administrative support for the Minister and the Board as required

- Miscellaneous calling, mailing, filing, posting, organizing
- Manage Minister Gmail box and Email communication
- Manage Minister Google Drive and Calendar
- Assist with creation of posts for Facebook and the Website