

# Employment Opportunity

## Community Unitarian Universalist Church of Plano

### OFFICE ADMINISTRATOR JOB OPENING (POSTED MARCH 1, 2024)

Community Unitarian Universalist Church in Plano, TX is seeking an Administrative Assistant with strong organizational skills responsible for operating the church office, including scheduling, supplies, Sunday service support and other administrative duties.

This position is responsible for a wide variety of general office management duties, including answering calls and processing mail; editing and publishing the church newsletter and order of service; greeting visitors; managing the church database (Breeze); and supporting church committees and volunteers who assist with building maintenance and special projects. Good people skills a must!

#### Minimum Qualifications:

- High School graduate with some college preferred
- Strong computer/technology skills
- Strong verbal and written communication skills
- Proficient in Microsoft Word, Excel, and Google Docs and easily adapts to new technologies
- Experience in organizational administration
- Satisfactory criminal background and reference checks

#### Position Details:

- Work is done onsite at the Plano church address with daytime office coverage 3-5 days per week, hours to be coordinated with the Minister
- Position is part-time: 15 hours per week at a rate of \$18-\$22 per hour
- Subsidized UUA Health, Dental, Term Life and Long Term Disability benefits
- UUA retirement plan upon reaching eligibility
- Time off includes 2 weeks of vacation and 11 holidays
- CUUC is committed to antiracism and anti-oppression. Candidates who are people of color, LGBTQ+, or hold other marginalized identities are encouraged to apply.
- Other duties as assigned by Minister to provide smooth and efficient office/church management.

Email [personnel@uuplano.org](mailto:personnel@uuplano.org) for application instructions and more information.