

WellSprings Congregation

Position Description for Office Coordinator

About WellSprings:

[WellSprings Congregation](#) is a progressive spiritual community of 300+ adults, teens, and children in Chester County, PA. A member of the [Unitarian Universalist Association of Congregations](#), our mission is to be a community “charged full with the charge of the soul” – where spirituality is not understood just as something ancient or mysterious, but is relevant to our experiences, our actions, and our everyday lives. You can read more about WellSprings, and our community’s values and beliefs, [here](#).

About the Position:

Our Office Coordinator implements the day-to-day administrative functions necessary for WellSprings to thrive. This person must be organized, detail-oriented, consistent, and reliable in their work. As a “front-line” staff person who communicates with members, visitors, partners, and others beyond our doors, the Office Coordinator must represent WellSprings’ mission, values, and commitments wholeheartedly as they perform their duties.

Roles and Responsibilities:

- Respond to all correspondence directed to WellSprings’ general inboxes, including postal mail, office e-mail inbox, office phone line, and correspondence from Sunday services (e.g. sign-up forms, Communication Cards, etc.) Direct correspondence to staff or volunteers, as appropriate.
- Enter and maintain accurate, up-to-date, and consistent records in WellSprings’ database system, as needed to support the work of our staff and volunteers. Maintain and safeguard hard copy congregational records and files as needed.
- Print and assemble materials as requested for congregational events, including Sunday services. Provide material support (e.g. set-up, clean-up, delivery of items, etc.) for Sunday services, and for special congregational events.
- Count and record attendance, receive and count weekly offering, and record donations in congregational database at Sunday services.
- Maintain, arrange repairs, and/or procure necessary office equipment (e.g. printer, phone, modem, etc.) and supplies (e.g. paper, printer ink, folders, etc.) needed for the regular functioning of the congregation. Order supplies as requested and authorized by other members of the staff.
- Maintain office facility as needed (e.g. communication with property manager, repair requests, waste removal, key distribution and return, etc.).
- Attend and participate in monthly staff meetings and periodic staff retreats.

Key Qualifications:

- Excellent detail management, organizational, and record-keeping skills.
- Strong skills working with Microsoft Office (Word/Excel/Powerpoint) and web-based computer applications, including aptitude for learning and working with new systems.

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- Strong aptitude for working collaboratively in a team environment, composed of both staff and volunteers.
- Strong ability to organize time, prioritize tasks, work efficiently, and communicate proactively and reliably with others regarding deadlines or delays.
- Ability to receive and transmit sensitive information (e.g. pastoral requests, donations, etc.) with discretion and/or confidentiality, as appropriate.

Reports to: Executive Minister

Hours: 12 hours per week, year-round, on a flexible schedule to include no less than 4 hours on Sunday mornings (8:30am-12:30pm), and at least two full days off per week.

Compensation: This is a part-time position with a salary of \$10,300 per year. (\$16.50/hr)

Start Date: July 1, 2019

To Apply: Submit your letter of interest and resume to Rev. Lee Paczulla at lee@wellspringsuu.org. Interviews will be conducted on a rolling basis, with a preferred application deadline of June 10.