



# Unity of Tustin Job Description

<b>This job description is approved by:</b>		<b>Title:</b>	<b>Release Date:</b> 10/15/2018 <b>Revised Date:</b>
<b>Job Title:</b>	Administrative Support – 1B – Part-time		
<b>Job Classification:</b>			
<b>Hourly Range:</b>	\$18 to \$20		
<b>Reports To:</b>	Senior Minister		
<b>Positions that report to this job:</b> None			
<b>Summary of the job's main purpose for existence:</b> To support the community at Unity of Tustin by handling various communications in print and on-line.			

- Produce weekly bulletin using Publisher desk-top publishing software. Print bulletin.
- Administer development of Sunday Powerpoint.
- Handle weekly enews blast for Friday distribution.
- Post Sunday podcast on website.
- Learn and support sanctuary sound system.
- Handle all incoming calls to general Unity phone line.
- Order office and Sunday supplies as requested.
- Create promotional fliers and inserts for classes/events
- Event (Workshop/Intensive/Class) Coordinator
  - Event status tracking, service teams, tickets, lunch, ushers, etc
- Working with volunteers
  - Educate them so they can do work
- Update website (calendar and pages) and social media (Facebook, Instagram, Twitter)

## General

1. Be the contact person on-site as well as through email and phone for information as needed.
2. Help implement special projects as needed.
3. Streamline and create efficiencies.
4. Assist Minister with tasks as they arise.
5. Work closely with other administrative support, as well as volunteers, with team spirit to support the efficient functioning of the entire office.
6. Other duties as assigned.

## **Qualifications, Experience required or credentials required to perform this job:**

- Ability to maintain confidentiality.

- Must be able to communicate clearly both verbally and in print.
- Experience in organizing and implementing projects.
- Proficient in Microsoft Office including Word, Excel, PowerPoint, Publisher and social media sites.
- Proficient with Constant Contact or other email blast sites, online calendaring, database management and POS systems.
- Must have strong organizational, administrative and people skills.
- May require flexible scheduling.
- The catch all phrases of team player, and other duties as assigned per the other document

**Personal Qualifications, and Attributes:**

- Committed to Unity of Tustin mission and vision
- Ability to see the end result and determine the steps needed to get there
- Ability to document best practices, policies and procedures with others
- Heart-centered and detail oriented
- Self-motivated and takes the initiative to problem solve
- Willing to joyfully do the little jobs and sees their importance in supporting the big picture
- Positive attitude
- Flexibility in schedule
- Leader and team player
- Ability to manage multiple priorities and work in an occasionally chaotic environment
- Ability to ask for what is needed
- Expected to understand basic Unity principles
- Respect the spiritual path of all