

ERUUF Office/Tech Support

Job Description

Eno River Unitarian Universalist Fellowship (ERUUF) is a caring, open-minded, and progressive religious community that seeks to make a difference in the larger community. The Fellowship is committed to racial equity and inclusion and to growing as a multicultural community, and seeks candidates that can help us live into that potential.

Position: Office/Tech Support

Purpose: Primary responsibility is to administrative support to staff and volunteers for classes, programs, and worship. This also involves technical support for Sunday morning activities. The Assistant must work collegially with volunteers and is often the first point of contact for members, friends, and visitors.

Reports to: Office Administrator

Supervises: No direct supervision of other staff.

FLSA: Non-exempt from overtime.

Work Schedule: .

Sunday mornings (8:00 am – 1 pm).

Flexible Monday through Thursday, between the hours of 10:00 AM to 4 PM.

Total: 15 hours/week

General Responsibilities:

- Coordinate and support event planning--meetings, classes,events for staff and leaders.
- Work on Tech Team for production of Sunday services (3x month).
- Assist worship producer with support materials for worship team and tech team.
- Provide AV technical support for workshops, events, and classes.
- Support staff and members with registrations, mailing labels/lists, email lists, directory, attendance, and contact lists.
- Provide general administrative support for staff and program leaders.
- As part of the Tech Team, provide AV technical support for workshops, events, and classes.
- Learn all Tech Team roles (broadcast, media, sound).

Essential Functions:

- Work on Tech Team for production of Sunday services (2-3x month)
- Welcome and assist anyone who visits the office.

- Provide general admin support to Office Administrator and others, perform any other duties assigned by the Lead Minister, Executive Minister or Office Administrator.

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Minimum Qualifications

- Experience in an office environment or equivalent;
- Strong computer, software and Internet skills; solid working knowledge of **MS Office Suite** to include **Word, Excel, and Publisher**; ability to learn new software, to include Google Drive and Forms, web calendar, and web design software.
- Web experience essential (Joomla, HTML, a plus).
- Audio-Visual tech experience is a plus. Ability to operate or learn to operate general office equipment, to include standard copiers.

Core Competencies:

- Self-motivated; able to initiate and follow through on tasks with moderate supervision.
- Ability to work on a team and work well with other staff and volunteers.
- Able to solve problems and create solutions; able to identify areas of job related knowledge that need improvement and then seek educational opportunities to increase that knowledge.
- Above average organizational skills and attention to detail.
- Strong written and verbal communication skills, using good grammar and spelling.
- Ability to multi-task and work under pressure or deadlines.
- Ability to maintain interpersonal confidentiality, appropriate boundaries, and interact in a professional and sensitive manner with a diverse group of people.
- Ability to set aside personal beliefs and politics to serve the community in a progressive environment.

Physical Requirements

- Able to sit for moderate periods of time.
- Able to operate a standard computer and keyboard, multi-function telephone and other office equipment as listed above.
- Able to move freely in and out of buildings.
- Able to stoop and lift up to 25 lbs.
- Able to extend hands and arms above head.

Compensation:

This position is 15 hours/week. Rate: \$18-20/hour.