

Job Description

Regional Administrator

MidAmerica Region

Reports to: *Regional Administration Director*
Status: *Full Time – 35 hours a week*
FLSA: *Exempt*
Effective Date: *September 24, 2017*

Position Purpose:

This position assists the MidAmerica Region by providing administrative support for the programmatic and governance work of the Region. The Regional Administrator also provides communications, event planning, budgeting support for the Region, working closely with the field staff under the direction of the Regional Administrative Director. The Regional Administrator serves as a link between the MidAmerica Region, the other regions in the UUA, and the UUA national office in various administrative projects and connections.

Job Summary:

The Regional Administrator has two aspects to their position. One is that they oversee the administrative operations of the MidAmerica Region, including communications (phone calls, mail handling, newsletters, etc.), meeting and event support (for webinars, trainings, board, and annual meeting), administration in consultation and support of the technology person, financial processes, and miscellaneous administrative responsibilities. The administrator also works on a national and regional basis, partnering with other administrators and program staff to engage in wider conversations and creation of shared resources to aid the operations of the region. They will serve as supervisor of any part-time or temporary administrative staff of the Region. This position does not include direct programmatic work with congregations, while at the same time the administrator may be the “face” of the Region to congregations. The Regional Administrator, like all MidAmerica staff, works from their home. The successful candidate will have a demonstrated ability to do time-management, self-motivate, and work at long distances from other members of the staff team. They must also be able to meet in person as required by the position.

Essential Functions:

- Serves as administrator for MidAmerica Region through answering phone and email, and either answering or directing inquiries as appropriate
- Works collaboratively on projects with regional and national partners
- Takes on projects for the Region, from initiation through to completion
- Creates regular newsletter and other communication vehicles with congregations, leaders, and members
- Prepares notifications of webinars, training events, and other meetings and events

- Oversees registration process for all events (webinars, trainings, conferences, annual meetings, etc.), including posting materials on website confirming registrations, distributing registration lists, and other communication with registrants and leaders
- Assists with financial matters by classifying and coding receipts, invoices, and expenditures; entering data into QuickBooks (on line version); preparing and making deposits; preparing routine reports; monitor credit card spending and reports; oversee accounts payable, assisting as necessary with the preparation and distribution of invoices and congregational contributions statements, and other bookkeeping tasks as assigned
- Oversees the work of the office assistant and ensures that such work (including financial, filing, and other assignments) are handled appropriately
- Coordinates logistical elements of in-person and remote training events, Board and committee meetings, and annual meetings through preparing publicity, meeting booklets, call to meeting materials, and business meeting materials
- Works with any local planning committee for trainings and/or annual meetings to facilitate the publicity, registration, and materials for the meeting
- Maintains office equipment under their care
- Provides administrative support to the Regional Lead, and as available to other members of the staff
- Job responsibilities may shift over time, and will be done in consultation with the administrative team in the Region

Other Responsibilities:

- Participates in regular staff meetings and supervision sessions
- Other duties as assigned by Regional Lead or supervisor

Minimum Qualifications:

- Qualifications may be met through lived experience, and formal and/or informal training
- Worked or lived experience with communities of color or indigenous communities is of particular value
- Three years' experience in office administration, with demonstrated skill in small non-profit administration
- Solid foundation in general business and administrative practices
- Proficiency in Microsoft Office, including Word, Excel, Outlook
- Proficiency in QuickBooks (on-line version preferred), or willingness and aptitude to learn
- Proven ability to manage complex systems and prioritize work load
- Proven ability to collaborate well with others
- Grounding in Unitarian Universalism is a plus
- Able to be covered by Region's financial bond insurance

Physical Requirements:

- Able to move freely to access computer systems

- Able to travel both locally and on occasional overnight trips
- Ability to use keyboard and other office equipment
- Able to perform the essential functions of this position with or without reasonable accommodation.

Core Competencies:

- Initiative: Enjoys working hard; is action-oriented and has energy for activities of the position; willing to take calculated risks; seizes opportunities; sets demanding but achievable objectives for self and others
- Interpersonal Skills: Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the Region; builds appropriate rapport; considers the impact of their actions on others; uses diplomacy and tact; is approachable.
- Mission Ownership: Demonstrates understanding and full support of the mission, vision, values, and beliefs of the Region; demonstrates those values to others; consistently behaves in a manner congruent with the mission, vision, values, and beliefs.
- Informing Others: Provides the information people need to know to do their jobs well; helps people understand the information and knowledge and its relevance to the task at hand; is timely and appropriate with information.
- Self-Development: Sets appropriate personal work objectives, measures own progress, identifies personal gaps in knowledge, understanding and skill; undertakes appropriate activities to develop needed skills; seeks regular feedback on performance; knows personal strengths and weaknesses, is sensitive to changing personal and organizational requirements and changes accordingly.
- Verbal Communication: can speak articulately and clearly in a variety of communication settings and styles; can get a spoken message across that has the desired effect; adjusts and fine-tunes communication in response to both verbal and non-verbal cues
- Written Communication: can write clearly and succinctly; can get messages across that have a desired effect; clearly articulates message content and projects an appropriate tone
- Priority Setting: Spends their time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; projects focus.
- Decision Making and Problem Solving: Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a mixture of analysis, wisdom, experience, and judgment
- Results Oriented: Has a strong results orientation; is open to new ideas; able to deliver a consistently high quality of service to both internal staff members and congregational members; high attention to detail.
- Team Orientation: Demonstrates interest, skill and success in team environments; places group goals ahead of personal agendas; steps up to offer self as resource to

other members of the team; understands and supports the importance of teamwork; shares credit for success with others.

Salary and Benefits:

Salary range will be \$46,000 to \$48,000, depending upon experience, and benefits will be commensurate with UUA benefits for full-time staff position (currently pension at 11% after one year employment (immediate if currently enrolled in the UUA's pension plan); health insurance at 80% of premium for self and family; life and accidental death and disability insurance at 100% of premium; dental insurance employee paid; long term disability insurance employee paid).

Location:

The successful candidate should reside either in the MidAmerica Region, or should be no more than one hour (by car) away from the borders of the Region. Although work is done virtually, there is the need for in-person supervision and collaborative work with other members of the team, all of whom reside within the Region's boundaries.

Procedure for Applying, and Timeline for Hiring MidAmerica Regional Administrator 1

People with disabilities, people of color, Hispanic/Latinx, and LGBTQ candidates are encouraged to apply. The MidAmerica Region is committed to developing a diverse and talented staff team. If you are excited about this role, but are unsure whether you meet 100% of the requirements, we encourage you to inquire and/or apply. Send cover letter and resume—indicating “MidAmerica Regional Administrator” in the subject line—via email to Lisa Presley, lpresley@uua.org, or by regular mail to her at 1535 Grand Avenue, Kalamazoo, MI 49006. Email submissions preferred.

Timeline:

The MidAmerica Region anticipates hiring the Regional Administrator 1 position by the end of 2017, with the successful candidate to begin either in mid to late December, or early January 2018. Applications will be received until such time as a candidate has been offered the position, completes a criminal background check, and accepts the offer of employment.

Late September 2017

- Post job opening and receive applications
- Reach out to previous applicants to assess interest

Early November 2017

- First round of interviews with candidates

Middle to late November 2017

- Second round of interviews with candidates

December 2017

Final interviews with candidates

Offer of position

Criminal Background Check