

Office Administrator

Mount Vernon Unitarian Church (“MVUC”) is seeking an Administrator responsible for office administration and oversight of the Church’s beautiful buildings and grounds located on Mason Hill in the Fort Hunt area of Alexandria, Virginia. MVUC, founded over 60 years ago, is a liberal religious congregation characterized by a free and responsible search for truth and meaning, and the recognition of the inherent dignity and worth of every individual. The Administrator need not be a Unitarian Universalist, and to preserve independence and best serve the needs of the congregation, MVUC prefers to hire an Administrator from outside the congregation.

The Administrator is responsible for a wide variety of general office management responsibilities, including among others the performance of clerical responsibilities and the preparation of various reports; oversight of the Property Manager/Custodian; coordination of calendaring and church communications; processing and maintenance of financial records; administration of employees’ pay and benefits; and maintenance of governing documents and records. Experience with Realm or other accounting software a plus. Reporting to the Minister, the Administrator works collaboratively with and supports a broad team of others, including the Director of Lifespan Spiritual Growth and the Religious Education Assistant, the Director of Music, the Property Manager/Custodian, the Rental Events Coordinator, and committees including the Board of Trustees, Finance, Personnel, Buildings and Grounds, Communications, and Program Council.

This is a terrific opportunity for someone who likes people and being a member of a collegiate, collaborative team; is an independent thinker who exercises good judgment and thrives on juggling and prioritizing multiple tasks; has strong computer and analytical skills; is organized and demonstrates keen attention to detail; and has a strong commitment to exemplary customer service. Come join us – we can’t wait to have you be a part of MVUC!

Office Hours are Monday-Friday; benefits include 15 days paid vacation and 10 days paid sick leave annually, health insurance, dental, life and long-term disability insurance, retirement plan participation providing for pre-tax deferrals immediately upon employment, and employer contributions after one year of service. Interested candidates should send a cover letter describing their interest and qualifications, along with a resume, to apply@mvuc.org