

Office Administrator

Unitarian Universalist Church of Tallahassee, a liberal congregation, seeks experienced Office Administrator 30 hr/wk regular schedule. Required: strong communication, interpersonal, and computer skills; website, social media, and desktop publishing skills; ability to balance/organize varied tasks. Prefer: working knowledge of volunteer organizations and use of information management system. An EEO/AA Employer. We strive to be a fair compensation congregation. Pay range \$13.35- \$15/hr, plus benefits. See detailed position description at bit.ly/2phvxiM. Submit cover letter and resume to personnel@uutallahassee.org with "OA Search" in subject line. No phone calls please. Deadline: May 7, 2017.