**Receptionist / Office Assistant**

Unitarian Universalist Urban Ministry

Roxbury, MA

**Reports to: Director of Facilities**

**Position Summary**:

The UU Urban Ministry is seeking a highly organized and effective receptionist/ office assistant to support the daily activities of our nonprofit. The receptionist will balance an outward facing role that includes welcoming visitors and internal organizational tasks that help the organization run smoothly. This receptionist will need to be able to take direction, and work as a cooperative and supportive team member in a diverse setting. This entry-level, part-time position (Monday–Thursday, 9 AM–2 PM) is perfect for someone looking to build their administrative skills in an office environment or to reduce their work hours. .

**UUUM:** The UUUM is one of the oldest faith-based social justice organizations in the country, and includes a membership of 46 Unitarian Universalist congregations in Greater Boston. We are grounded in Roxbury, and committed to celebrating and partnering within this vibrant Boston neighborhood. Currently we provide after-school programming for youth, a domestic violence shelter, a tours program, and cultural, and educational events.

We work across race and place to dismantle racism and white supremacy culture, and to advance racial, economic and social justice. We envision a Greater Boston where all people live with freedom and dignity, and have equitable access to resources and opportunity to shape the present and the future.

Visit our website at [www.uuum.org](http://www.uuum.org) for more information.

**Key elements of the role include:**

**-Receptionist:**

* Staffing our entryway, and welcoming visitors from the community
* Keeping the front office organized and visitor-ready.
* Tending email and verbal communication including answering phones, taking messages and facilitating communication across departments.
* Ensuring all flyers/communication materials are updated and stocked
* Assisting with the upkeep of the hospitality area including ensuring all supplies are stocked
* Overseeing the care of office equipment including the copier and telephones; stocking and ordering supplies
* Handling mailings and deliveries.

-**Administrative Tasks:**

-Supporting the Director of Facilities:

* Assist in managing the staff calendar and event calendar as needed.
* Calling and scheduling visits from contractors
* Supporting development with mailings for annual appeals
* Perform other administrative task as assigned by the Director of Facilities

**Job Requirements:**

* Support for the mission and vision of the UU Urban Ministry
* Appreciation for working in diverse setting
* Strong attention to detail, highly organized, self-motivated
* Understanding of how to enable the smooth running of an office
* Experience and knowledge of nonprofit sector
* Proficiency in **Google Suite** and **Microsoft Office Suite**.
* Self-motivated and able to work independently
* Willingness to learn and take on new tasks as needed
* Ability to work both independently and as an integrated team member
* 6 months of experience in a professional office setting

**Additional Information:**

* The Unitarian Universalist Urban Ministry actively seeks diversity in its programming. Bilingual/bicultural candidates and LGBQTIA+ candidates are encouraged to apply
* This is a 20 hours-per-week position. Hours are typically 9-2, Monday through Thursday. On occasion, the role may require evening or weekend hours.
* All UUUM part time employees participate in at least 1-2 organizational events on the annual calendar
* This is a new role at UUUM, and the person hired will start with a 30/60/90 day work plan that they will review with their supervisor to ensure their success
* The UU Urban Ministry offices are pet-friendly

**Salary and Benefits:**

Wages: $23 per hour

Benefits: Health, Dental, and Vision Insurance – 403B Retirement Pan with employer contributions after 1yr of continuous employment, 60 hrs Vacation, 40 hrs Sick, 12hrs Personal (a year) and 4 hours per Holiday, Life & LTD Insurance, and Flexible Spending Plan

**To apply**: Send a resume and cover letter to Director of Facilities Shamika Harrison at [sharrison@uuum.org](mailto:sharrison@uuum.org)