

## **Administrative Assistant**

### **The Organization**

Come be a part of the rich history that we enjoy at UUCSR! Not only will you work in a beautiful environment surrounded by 100 picturesque acres on the North Shore of Long Island but you will help support a Congregation, established in 1941, with a mission of strong principles and purpose. We are committed to “Human. Kind.”

We encourage you to join our team of creative, collaborative and diligent employees and help UUCSR continue to achieve our strong commitment to excellence.

### **The Position:**

We have an immediate opening for an Administrative Assistant. This position provides direct administrative support to the Congregation’s committees involved with governance and programming. Play a lead role in the planning, prep, and communications for committee meetings/events by providing onsite and remote meeting support.

- Assist in the preparation of meetings and programs support packets by executive Word documents, Excel sheets, and presentation material such as copying, collating, and assembling and distributing materials
- Support and provide various administrative responsibilities for committees such as calendaring, sending notices/invitations, emails, and ordering supplies and/or food
- Create fliers, brochures, and other committee promotional materials, coordinating internal and external publicity as requested
- Manage meeting calendar system for all assigned committees
- Provide general office support to manage phone call and interact with visitors

### **Requirements:**

- 2-3 years’ experience in an administrative assistant position, with some exposure to the not-for-profit sector preferred/religious/membership
- Ability to work a Sunday-Thursday schedule
- Extremely well organized with high attention to detail in composing, typing and proofing materials
- Ability to plan ahead and work within deadlines
- Ability to multi-task, prioritize and follow-through to effectively manage work flow
- Good interpersonal skills with the ability to support collegiality in a small office
- Ability to execute assignments with minimum supervision
- Excellent oral and writing skills
- Knowledge of Zoom and other online and virtual communication and meeting tools

### **Why you should apply:**

- Competitive salary
- Outstanding health benefits (medical and dental) with a generous employer premium contribution
- Generous time off policies
- Hybrid work schedule to be established after successful completion of 3 months of on premise work
- Excellent employer contributed retirement plan
- Work for an organization that supports causes such as; women’s rights, social justice and the rights of the under-served population
- Office location in Manhasset, NY is close to trains and highways

**How do you apply:** Send resumes and salary requirements to: [HR@uucsr.org](mailto:HR@uucsr.org)

**Equal Employment Opportunity**