



## **Administrative Coordinator**

**Reports to:** UUCC Board  
**Status:** 8-12 hours/week at \$20/hour (funded for one year)  
**Benefits:** Independent contractor, one week paid vacation time, no insurance, \$250 in professional expenses and other possible funding available for leadership development opportunities.

**About Unitarian Universalist Community Cooperatives (UUCC):** We are so thrilled to be transitioning from an all-volunteer non-profit to hiring our first staff person! UUCC is a young organization that is grounded in the values and tradition of Unitarian Universalism. UUCC grows intentional housing communities of spiritual practice, sustainability, and social change.

### **Job Description**

- Formalize UUCC's administrative work-flow and task tracking.
  - Coordinate board work between board meetings
  - Support and organize the board in the areas of organizational growth and expansion
- Develop and expand administrative systems to meet increased organizational needs responsive to recent mission based growth.
- Create, develop and maintain Constituent Relationship Management database.
- Manage communications with members, donors, and wider community.
- Maintain good filing systems for UUCC documents (electronic and paper).
- Attend monthly UUCC board meetings and write monthly board reports.
- Develop, document, and maintain UUCC calendar of details and deadlines such as corporate filings, financial deadlines, community relations, etc.
- Coordinate (and possibly attend) UUCC participation at [NASCO Institute](#) (an annual cooperative conference) and the [Unitarian Universalist Association General Assembly](#).
- Facilitate, implement, or develop larger projects in service of the growth and mission of UUCC, as assigned and developed in conversation with the UUCC board.

## Core Competencies & Qualifications

- **Mission Ownership:** Demonstrates understanding and full support of the mission, vision, values, and beliefs of UUCC.
- **Experience:** Has experience with small non-profits or start ups and volunteer management
- **Communication:** Has excellent written and verbal communication skills to communicate with board, membership, and diverse stakeholders.
- **Computer Literacy:** Is familiar or has expertise with Google Docs, Wordpress, and/or Constituent Relationship Management systems.
- **Work Style:** Able to understand and manage multiple complex tasks and balance collaboration and decisiveness. Able to effectively prioritize and execute tasks and adapt to quickly changing landscapes. Available some evenings and occasional weekends.
- **Collaboration & Leadership:** Works collaboratively, self-motivated, flexible, enthusiastic.
- **Understanding of consensus-based decision making processes:** Demonstrates an understanding of cooperative principles and an ability to gather input, build consensus, and is sensitive to group needs and processes.

Candidates with familiarity with faith-based organizing, cooperatively owned houses, and/or Unitarian Universalism are especially encouraged to apply.

Position is expected to start in April 2016. To apply, send a cover letter and resume to [info@lucystonecoop.org](mailto:info@lucystonecoop.org) by no later than March 15, 2016.