

# UNITARIAN SOCIETY OF GERMANTOWN (USG)

## Congregational Administrator

### Job Description

Updated January 2026

**Pay:** \$62,000 annually, full time.

This is a Monday-Friday, daytime hours position that offers flexible hours and the ability to work some hours from home if desired. The majority of work will need to be done in-person due to the nature of the job, with Tuesday afternoons required.

**Benefits:** Health insurance is available, along with 3 weeks of paid vacation per year. USG pays 10% towards your retirement after one year.

**About us:** The Unitarian Society of Germantown, located in Northwest Philadelphia, is a rapidly growing spiritual community grounded in a progressive faith that believes all people deserve dignity and respect. Our multigenerational community is full of good humor and passion for justice and our staff team is highly competent and motivated. Our workplace is human centered, with high communication, high flexibility, and high accountability.

**Summary:** In collaboration with the Minister, the Congregational Administrator manages the financial, operations, and human resources matters of the congregation. Oversees church office providing direction, supervision, and support to staff, lay leaders, volunteers, renters and contractors on issues related to the business and operations of the church. These issues include communications, facilities usage and maintenance, personnel, membership, bookkeeping, and budgeting. You will be expected to complete this role without the use of AI. This position requires occasional evening and weekend work (attending Sunday services 4-6x/year and evening events 3-4x/year).

The administrator works closely with the congregation and as such must provide a warm customer service attitude in all interactions. The administrator manages many ongoing and time-sensitive tasks and must be able to triage, delegate, and problem-solve easily. Deep investment in relationships with others is central to the work. The person in this role must be highly organized, detail oriented, exceptionally skilled interpersonally, able to give and receive feedback well, and able to work independently with minimal supervision. The administrator has the flexibility to adapt and refine existing organizational systems and to create new ones to optimize finances, operations, and human resources tasks.

A condensed list of responsibilities is below. The full list is available upon request or to interview finalists.

#### General Administrative

- Manage church office, calendar, records database, and archives
- Respond to inquiries from congregants, visitors, and general public via phone, email, and in-person

- Maintain digital filing/organizing systems through Dropbox and Drive

#### **Financial**

- Perform payroll and related tasks, such as payroll tax payments and retirement contributions
- Perform bookkeeping functions including tracking expenses and income and paying bills
- Work closely with Financial Secretary to reconcile accounts and resolve financial issues, and prepare financial reports

#### **Human Resources**

- Complete all human resources administrative tasks
- Assist with hiring, training, coordination, and supervision of part-time staff and contractors as assigned
- Manage insurance and pension plan enrollments and payments

#### **Communications & Publications**

- Copyedit and proofread all communications materials to ensure correctness and consistency
- Update website and send e-newsletters as needed

#### **Facilities Management**

- Collaborate with sextons, building manager, and lay leadership to ensure the building remains clean, safe, secure, and aesthetically pleasing
- Coordinate facilities projects with contractors and lay leaders as needed

#### **Committee and Leadership Participation**

- Work closely with minister and lay leaders to address needs that arise within the congregation and the building
- Support Board functions and fundraising campaigns through preparing materials and assisting with various administrative tasks as needed

#### **Event coordination**

- Coordinate internal events, including building set-up need and potential space conflicts
- Assist rental coordinator with scheduling rentals and communicating with renters

#### **To apply:**

Send cover letter and resume to [hiring@usguu.org](mailto:hiring@usguu.org), attn: Rev. Hannah Capaldi

Applications will be accepted until **Jan 30, 2026**