

**Job Description**  
**Unitarian Universalist Musicians Network**  
**Executive Administrator**

The UU Musicians Network seeks a 3/4 time Executive Administrator. This is a staff position, with a compensation package including salary plus benefits (health care, pension, vacation, sick days, and more).

*The Mission of the Unitarian Universalist Musicians Network is to nurture, educate, and inspire UU music leaders to create dynamic and transformative music ministries and to model and promote excellence in shared ministry. The members of UUMN covenant to support and motivate one another in joyous and loving community.*

The Executive Administrator works closely with the UUMN President, Moderator, and Board to support the ongoing work of the organization. (Reports to President; performs other duties as requested by the President or Moderator)

Representative Duties include:

- Manages ongoing communications (phone, mail, email, web) with UUMN members, constituent organizations, and general public
- Maintains organizational databases and membership roster
- Acts as UUMN Conference registrar and General Assembly Exhibit Booth coordinator; coordinates official presence of UUMN at General Assembly Exhibit Hall
- Writes and edits publications: newsletter, conference program book
- Maintains and updates website
- Oversees bookkeeping, providing financial information to Treasurer and Finance Committee
- Assists UUMN President with oversight of Program Director reports and quarterly conversations

Knowledge, Skills, Abilities:

- highly organized, self-motivated
- excellent and timely communication
- interpersonal skills for leadership and management of volunteers
- fluency with Excel, Word, Quickbooks, Power Point, Memberclicks (web content management)
- understanding of governance structures and Unitarian Universalism
- knowledge of UUMN history and membership

Additional useful skills could include:

- graphic design experience
- knowledge of music copyright laws
- fund-raising/development experience

Timeline:

- Deadline for applications: September 1, 2016.
- Start date: December 15, 2016

Salary range \$30K-\$35K compensation commensurate with experience; benefits in accordance with UUA fair compensation standards.

To be considered for this position, please submit a cover letter and resume by September 1, 2016, to Tim Anderson, UUMN President: [timothylanderson@aol.com](mailto:timothylanderson@aol.com) .