

Receptionist/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 currently have an immediate opening for a Receptionist/Administrative Assistant position that offers an excellent opportunity to serve as the welcoming face of our Congregation. In this role, you will provide direct support to our diverse community of visitors, guests, and members, ensuring they receive professional and friendly assistance. Your responsibilities will include managing our multiple phone line system, as well as providing oversight and maintenance of essential office equipment, including the postage machine and copy machine.

- Inventory and order related office supplies used by office staff and volunteers
- Maintain office equipment, vendor service logs and contracts
- Manage phone calls and interact with visitors, guests and members
- Service and monitor the postage machine, copy machines, fax machine, spare laptops and mobile carts
- Sort and distribute the mail daily

Requirements:

- 2-3 years' experience in an administrative assistant position, with some exposure to the not-for-profit sector preferred/religious/membership
- Ability to plan ahead and work within deadlines
- Ability to multi-task, prioritize and follow-through
- Good interpersonal skills with the ability to support collegiality in a small office
- Ability to execute assignments with minimum supervision
- Able to sit for extended periods of time
- Superior computer skills utilizing full Microsoft Office Suite
- Knowledge of Avaya or other multi-line phone system required
- 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
- 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

How do you apply: Send resumes and salary requirements to: HR@uucsr.org

Equal Employment Opportunity