

Irvine United Congregational Church

Irvine, California

CHURCH ADMINISTRATOR

February 22, 2022

Irvine United Congregational Church (IUCC) is seeking one (1) Church Administrator to start in mid-May 2022. This position reports to the Senior Pastor and performs administrative and facilities functions for the church and its Early Childhood Center, including clerical support for the Senior Pastor. This is a multi-role position requiring the highest level of professionalism and confidentiality.

The duties and responsibilities of this position include general administrative tasks, tracking membership and contributions, managing use and maintenance of three buildings, including serving as primary contact for contractors, supervising the bookkeeper and signing checks as part of the church's financial accountability policies, and serving as primary contact for members and visitors.

Qualifications include 3-5 years administrative experience; bachelor's degree or commensurate experience; proficiency in MS Office; excellent verbal, written, organizational, interpersonal skills, and ability to work under pressure; ability to work well with contractors, church leaders, and church members; accounting and facilities management experience is highly desirable.

This position is expected to be 32 hours per week at a rate of \$27.00 per hour. This is W-2 employment – taxes/social security are deducted; some benefits may be available. Proof of full vaccination for COVID-19 will be required for employment, as well as other immunizations required for working in the Early Childhood Center.

IUCC is an Open and Affirming, Just Peace, Global Mission, and Creation Justice church located in Orange County, California, and is a member of the United Church of Christ (UCC) denomination (www.ucc.org). We are people of diverse religious traditions, led by the Rev. Dr. Sarah Halverson-Cano, who have come together in a congregation that is intentionally inclusive, proudly progressive, and creatively spiritual. A growing congregation of approximately 300 people, IUCC is known throughout Orange County and beyond as a theologically progressive and socially active church. www.iucc.org

*IUCC affirms its moral, theological and legal commitment to support and implement a program of equal employment opportunity which, in accordance with federal and state laws, does not discriminate against any employee or applicant because of: race, color, national origin, ancestry, ethnicity, gender, gender identity and expression, age, sexual orientation, disability, status as a veteran or in the military, marital status, genetic information, political belief or activity, or religion, except when religion is a bona fide occupational requirement. **Women and persons of color are encouraged to apply for this position.***

For more information or to submit a cover letter and resume detailing prior experience and educational background, please use the contact information below. **[The application deadline is March 31, 2022.](#)**

Submit materials electronically by email to: **iucc@iucc.org**

Subject: Administrator Search

OR

Submit by regular mail to:

Irvine United Congregational Church – Attn: Administrator Search
4915 Alton Parkway, Irvine, CA 92604