

Job Posting: Administrative Coordinator (2024-2025)

Organization: Lakeshore Unitarian Universalist Congregation (LUUC)

Location: 5065 Sherbrooke St., Lachine, QC H8T 1H9

Position Type: Part-Time (10 hours/week, September–June, with optional summer contract)

Overview:

The LUUC seeks an organized and adaptable **Administrative Coordinator** to support its operations and communications. Reporting to the Secretary of the Board of Directors and the Communications Chair, the coordinator will manage administrative tasks, facilitate communications, and ensure smooth Sunday services and cafes. This role follows a hybrid work model, requiring both on-site and remote work hours.

Key Responsibilities:

Administrative Tasks (under the Secretary of the Board):

- Monitor and manage emails and voicemails, forwarding messages as needed.
- Maintain and update contact lists, directories, and membership records.
- Organize files, manage office supplies, and maintain office equipment.
- Support document preparation for meetings and record-keeping.
- Assist with administrative tasks related to lay chaplain services.

Communications & Sunday Services & Cafes (under the Communications Chair):

- Coordinate, finalize and share the weekly **Order of Service** (OOS) documents.
- Manage announcements and monitor website updates.
- Record attendance for in-person and online services.
- Prepare materials for Sunday Cafés and weekly email bulletins.

Hybrid Work Model:

The position requires a mix of in-office hours at LUUC's facilities and remote work. The specific schedule will be agreed upon with the Secretary of the Board and/or Communications Chair.

Skills Required:

- Proficiency in Microsoft Office, Google Drive, and email marketing platforms (e.g., MailerLite).

- Functional English and French (spoken and written).
- Strong organizational, interpersonal, and communication skills.
- Initiative, diplomacy, and ability to work with diverse groups.

Compensation:

- \$25–\$27/hour, paid biweekly.
- 3-month probationary period.

To Apply:

Send your CV and cover letter to **Nancy Schmidt** at info@luuc.org. Only selected applicants will be contacted for an interview.

About LUUC:

The LUUC is a welcoming, diverse community that fosters intellectual, ethical, and spiritual growth. Services are held Sundays at 10:30 a.m., with additional community offerings such as weddings, child dedications, and funerals.