

## Washington Ethical Society

### Assistant Administrator

**Reports to:** Business Administrator

**Directly Supervises:** Service contractors, providers, and rental assistance.

**Status:** 20 hours a week, full year, mainly on-site at WES, times negotiable.

**FLSA:** Non-exempt

**Salary and Benefits:** The hourly rate for this position will begin at \$23 per hour. We also offer paid time off, insurance benefits, and a 10% contribution to a 401k.

**To Apply:** Applications must be received by February 14, 2022. In addition to sending your cover letter and resume to [tomh@ethicalsociety.org](mailto:tomh@ethicalsociety.org), please also complete the WES standard [job application](#).

**Effective:** April 2022

The [Washington Ethical Society](#) (WES) is a humanist congregation in DC with affiliations with the American Ethical Union and the Unitarian Universalist Association.

The Assistant Administrator performs bookkeeping; coordinates one time and recurring rental agreements; oversees maintenance contracts; and all activities related to the use of the facility including scheduling.

The Washington Ethical Society (WES) is a humanist congregation that affirms the worth of every person. WES has a stated commitment to anti-racism and anti-oppression work, and we bring those values into our workplace. We seek to create a staff whose diversity reflects our neighborhood and city. All staff are committed to support and promote our [Statement of Purpose](#) and [Congregational Ends](#).

#### Essential Functions:

- Perform bookkeeping tasks consistent with WES methodology.
- Communicate with potential renters, negotiate renter contracts, organize use of rental space, and arrange assistance for rental events.
- Work with service providers to maintain a clean and well-kept facility.
- Manage the building schedule using Google Calendar.
- Maintain music performance reporting in accordance with music licensing agreements for Sunday programs.
- Serve as a vital member of the staff team, contributing to staff decision making as well as larger goal creation and alignment, and supporting the overall mission of WES.

- Other duties as required by the Business Administrator and the Senior Leader.

### **Skills and Experience Required**

- Bachelor's degree or equivalent experience in a related field
- Demonstrated experience in bookkeeping
- Excellent computer skills, including word processing, Google G Suite, and bookkeeping software

### **Core Competencies:**

- **Ethics and Values:** Honors the core values and beliefs of the organization in choosing behaviors; consistently embodies appropriate behavioral choices in both stressful and non-stressful situations; practices the behaviors he/she advocates to others.
- **Integrity and Trust:** Is seen as trustworthy by others; practices direct, honest and transparent communication; keeps confidences; admits mistakes; doesn't operate with hidden agendas; responds to situations with constancy and reliability.
- **Decision Making and Problem Solving:** Uses sound logic to approach difficult problems and apply effective solutions; can distinguish between symptoms, causes and implied solutions; decides in a timely manner based upon a blend of research, experience, risk-taking and judgment.
- **Attention to Detail:** Consistently attends to the many small pieces which must be assembled into an organized whole; follows up on missing or out of balance items; resolves unanswered questions needed to address a problem; keeps the larger picture in mind while tending to the smallest of details.
- **Technical Expertise:** Acquires and demonstrates the technical skills required to proficiently execute the essential functions of the job; understands which skills are lacking and seeks to develop those skills; continually works toward the mastery of technical proficiency.
- **Interpersonal Skills:** Establishes good working relationships with all others who are relevant to the completion of work; works well with people at all levels of the congregation; builds appropriate rapport; considers the impact of actions on others; uses diplomacy and tact; is approachable; avoids communication triangles.
- **Process Management:** Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration; can simplify complex processes and create policy for repetitive processes.

- **Written Communication:** Is able to write clearly and succinctly; employs correct grammar, punctuation and patterns of speech; clearly delivers message in a tone appropriate to the context.
- **Anti-Racism, Anti-Oppression, Multicultural Engagement:** Regularly engages in training and learning these areas; demonstrates competency in understanding of power and privilege.