



# UNITY TEMPLE

UNITARIAN UNIVERSALIST CONGREGATION

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## Job Opportunities

### Publications Coordinator

#### **Scope of the job:**

Reporting to the Director of Operations, the Publications Coordinator is responsible for all aspects of production and distribution of the paper based and electronic publications of the Unity Temple Unitarian Universalist Congregation, including the web site. S/he manages the editing, design, printing and distribution of the monthly newsletter, the weekly orders of service and announcements, the weekly e-bulletin, and the congregation web sites, and produces or oversees the production of other publications as needed such as brochures, ads and other design/publishing projects.

#### **Principal duties and responsibilities:**

- Manage and update the Congregation website utilizing submissions from staff, volunteer leadership and community members.
- Produce, layout, edit, print and fold (using folding machine) the weekly order of service for Sunday services utilizing submissions from ministers, musicians staff, volunteer leadership and community members.
- Compile, edit and send (using Constant Contact) weekly e-mail bulletin utilizing submissions from staff, volunteer leadership and community members.
- Produce and distribute email communications (using Constant Contact).
  
- Produce, layout, edit, and print the *Connections*, the Congregation's newsletter, utilizing submissions from staff, volunteer leadership and community members.
- Post the electronic version of the newsletter to the Congregation website and send e-mail notice of its posting.
- Manage Congregation's social media presence including Facebook and Twitter.
  
- Design and produce various graphics, publications and print items (i.e. brochures, posters, advertisements, etc.) as needed.
- Working with the Director of Operations, innovate and modernize our publications and other communication vehicles.

#### **Qualifications:**

- Strong computer skills are essential, including:
  - Experience with desktop publishing, preferably Microsoft Publisher or similar

- software (required).
- Experience with Microsoft Office or similar software (required).
- Experience with web-based communication services including bulk e-mail (Constant Contact) and content management systems, or the ability to learn quickly (required).
- Experience with graphic design and photo editing, particularly Adobe Design Suite (preferred).
- Experience with social media including Facebook and Twitter, or the ability to learn quickly (preferred).
- Strong communication skills are essential, with the ability to communicate well with staff, volunteers and other community members.
- Superb writing, editing, and proofreading skills.
- Must be well organized, highly accurate in execution of assignments, have the ability to multi-task, and work independently.
- Must be able to work collaboratively with staff and volunteers, and take direction from more than one person.
- Must be able to handle sensitive material and maintain confidentiality.

### **Hours:**

This position is for 15 hours per week. Additional hours may be available for specific projects. The schedule is flexible and negotiable. However, hours must be worked during business hours (9 a.m. ? 5 p.m.), ideally on three consecutive week days. Hours are to be worked in the Congregation?s business office located at 1019 South Boulevard in Oak Park, Illinois.

### **Compensation:**

\$15 per hour, depending on experience. Some benefits available.

### **How to apply:**

To apply for this position, please submit all of the following:

- Cover letter
- Resume
- At least 2 examples of original desktop publishing.

All applications must be sent via e-mail to [hr@unitytemple.org](mailto:hr@unitytemple.org) [1]. Incomplete applications will not be considered.

## **Building Custodian**

### **GENERAL OVERVIEW:**

Performs general cleaning and maintenance of the church buildings, furnishings and equipment in order to provide a clean, comfortable and safe environment for the programs of

the church.

### **REQUIRED CORE COMPETENCIES:**

- The ability to work and communicate effectively within a team environment
- Requires some basic knowledge and practical experience in the elements of building and grounds maintenance (such as HVAC, electrical systems, plumbing)
- The knowledge and ability to perform duties and implement procedures required to maintain a building while completing a broad range of cleaning and minor maintenance services

### **QUALIFICATIONS:**

- Required ? high school diploma or GED and 3-5 years? experience.
- Physical and mental ability to perform a full range of cleaning and janitorial duties
- Excellent communication and interpersonal skills with staff and congregants, the public and our partners
- The knowledge and ability to use the internet, email, and Microsoft office
- Capable of working as a member of the team and be a self-starter with minimal supervision
- Ability to work all required shifts

### **DUTIES AND RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:**

- Works closely with Director of Operations and Office Manager to ensure smooth day-to-day operations of the church
- Serves as key liaison with outside contractors and service providers
- Assist in implementation of RFP process from outside contractors and vendors in all areas related to building and grounds maintenance
- Cleans, dusts, vacuums, mops, sweeps and washes: ceilings, floors, walls, furniture, bathrooms, rooms, kitchens, hallways, windows, doors stairways, and any other fixtures
- Collects garbage, recycling and compost from classrooms, offices, washrooms, meeting rooms, doors, stairwells, from all properties and disposes correctly into proper bins
- Replenishing disposable supplies such as toilet tissue, soap, paper towels, etc.
- Uses equipment and supplies properly in accordance with all safety regulations and procedures. Cleans, maintains and properly stores equipment after use
- Reports problems to Director of Operations and/or Office Manager
- Ensures proper alarm procedures are followed when entering or leaving facilities
- Manage routine maintenance checks to ensure safety and compliance with state regulations
- Performs snow and ice control duties as necessary
- Performs other operational duties as requested
- Set up and breakdown daily set up?s for various religious education programs, worship services, events meetings programs or parties as needed
- Identify the short and long term building needs
- Create and maintain a buildings maintenance schedule

### **WORK ENVIRONMENT:**

- Use tools required in performance of duties such as mops, brooms, plungers, hammers, screwdrivers, vacuums, carpet cleaners, etc.
- Work with varying cleaning liquids, powders, sprays, soaps, latex gloves, etc.
- Potential to be exposed to chemicals, unclean substances and soiled conditions
- Job required predominately walking, standing and lifting. Normal work time spent indoors with occasional outdoor periods of time
- A neat and tidy personal appearance must be maintained
- Occasional periods of high levels of physical exertion are required. This includes heavy lifting (50lbs +), walking, bending, pushing large loads, carrying, stooping, reaching, standing on ladders, shoveling, etc.
- May be required to work in small spaces and in areas with mechanical equipment

### **ATTITUDES AND SKILLS NEEDED FOR SUCCESS:**

- An attitude of wanting to do the very best work that will reflect on both the congregation as well as staff
- An attitude of liking and caring for people
- A self-starter with strong attention to detail who is energized by challenges and has a willingness to learn
- An understanding of the value of teamwork and a desire to be a part of the staff team
- Possesses creative problem solving skills, is reliable and will follow-thru in an organized and timely manner
- Ability to implement and remember the congregation's systems
- Excellent communication skills

### **HOURS:**

This position is hourly. Must be available to work Monday ? Friday from 8am ? 12am ? however per the collective agreement, may need to work evenings, days, weekends (when required). Position subject to approved overtime.

This position does require a complete background check.

**CONTACT:** to apply to this position please send your cover letter and resume to [hr@unitytemple.org](mailto:hr@unitytemple.org) <sup>[1]</sup>

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**Links:**

[1] <mailto:hr@unitytemple.org>