

# SMUUF Web Admin Needed!

**Job Opportunity: Web/IT Administrator at San Marcos Unitarian Universalist Fellowship (SMUUF)**

**Position:** Part-Time Web/IT Administrator

**Location:** San Marcos, Texas (with some remote work flexibility)

**Hours:** 10-15 hours per week (approximately 40 hours per month)

**Pay:** \$17.00-21.00/hr

**Application Deadline:** Until Filled

**Contact:** [admin@smuuf.org](mailto:admin@smuuf.org)

## About Us:

The San Marcos Unitarian Universalist Fellowship (SMUUF) is a thriving community in San Marcos, Texas, dedicated to fostering spiritual growth and advancing social justice. As an LGBTQ Welcoming Congregation and an Honor Congregation for 2023, we are committed to inclusivity and active engagement in important social issues.

## Position Overview:

SMUUF is seeking a part-time Web/IT Administrator to manage and enhance our digital presence and support our administrative functions. This role involves working closely with our Outreach Crew, Board of Trustees, and other members of the congregation. The successful candidate will possess strong technical skills and the ability to integrate innovative solutions to meet the unique needs of our organization.

## Application Instructions:

Interested candidates should submit their resume and any relevant work samples to [admin@smuuf.org](mailto:admin@smuuf.org) with the subject Admin Job Application.

Join our dedicated team and contribute to a community committed to spiritual growth and social justice. We look forward to receiving your application.

## Potential Key Responsibilities:

- **Coordination and Liaison:**
  - Collaborate with the Outreach Crew and Board of Trustees.
  - Serve as part of a communication flow with the congregation.
- **Website and Communications Management (in conjunction with outreach crew):**
  - Oversee and update website content using WordPress
  - Manage weekly announcements and updates on the website.
  - Edit, write, and distribute the Friday Flash via Google Drive and Admin Account.
  - Maintain and manage the Google Calendar for meetings, events, and services.
  - Coordinate updates for upcoming services with the Worship Team.
  - Handle social media postings on Facebook and Instagram.
- **Project Management:**

- Lead new technology projects, including website redesign and membership database development.
- Effectively use Google Groups and file management tools.
- **Social Media Management (in conjunction with outreach crew):**
  - Monitor and manage social media metrics.
  - Collaborate with the Outreach Crew for content creation and posting.
- **Administrative Support:**
  - Organize and manage our SMUUF File Drives and main points of communication.
  - Organize and conduct training for new administrative or tech personnel.
- **Meeting Coordination:**
  - Facilitate monthly 1-hour meetings with the Outreach Crew.
  - Facilitate any meetings needed for weekly activities.
  - Attend Monthly Board meeting for administrative support.

### **Suggested Qualifications:**

- Proven experience with technology and web management.
- Proficiency in WordPress, Google Apps, and social media platforms.
- Strong organizational and communication skills.
- Ability to manage multiple projects independently.
- Willingness to learn and adapt to new technologies.