

Church Office Administrator - Job Description

The Office Administrator plays a key role in supporting our Minister, Council, paid staff and volunteers in serving our congregation as well as the tenants and community groups that use our space.

The position requires up to eight hours a week (e.g., during the preparation of the Annual Report), three of which must be in the church office and coincide with the Minister's office hours (presently Thursday mornings). Working remotely for some hours per week is open for discussion.

Duties include:

- Providing administrative support to the Minister (including correspondence, responding to requests for wedding, baptisms, funerals, obtaining supplies for workshops, support materials for services etc.);
- Managing the use of the church's spaces for church-related activities as well as community groups and other requests (e.g., concerts, workshops by outside vendors, etc.) according to the church's Space Rental Policy and fees, including:
 - ensuring the calendar of use of the church's spaces is kept updated;
 - ensuring Rental Agreements are completed and signed appropriately;
 - obtaining proof of insurance from user groups;
 - ensuring users are provided with the Guidelines for Church Space Use; and
 - ensuring the church Custodian is aware of use of the church's spaces.
- Processing invoices and staff payments (ensuring required approvals are provided) and making payments by either cheque or e-transfer;
- Sending out the monthly newsletter and keeping the distribution list updated;
- Sending annual statistics to the United Church of Canada (provided by our Council, Treasurer et al);
- Maintaining the church's membership list;
- Ordering supplies (e.g., office, cleaning);
- Preparing the church's Annual Report with the input provided by the Minister, Council Chair, committee chairs and Treasurer; and
- Other administrative duties as required.

Skills Required:

- Strong organizational and interpersonal skills
- Solid knowledge of Microsoft Office suite and PowerPoint
- Ability to work independently

Salary: To be discussed

If you wish to be considered for this position, please send your resume **by October 5** to sarahbulpithill@hotmail.com; scluff-clyburne@outlook.com; or jrwatson779@gmail.com