

Job Description – Office Administrator

Introduction

The Office Administrator is a key member of the staff, working closely with the minister, providing support to the Official Board/Church Council and Committees, and serving as the “face of Harmony United” – the first point of contact for the congregation and visitors to our church.

Trusted with access to a wide variety of personal information, confidentiality is integral to this position. In addition, daily interaction with people from every age group and social/economic background requires the ability to balance compassion and sound judgment.

As a forward-thinking church, we utilize social media platforms to reach our community. This will require our administrator to have a strong working knowledge of these platforms and the computer skills to leverage them.

Weekly Responsibilities

Reception (time allocation 10%; 2hrs of 20)

Respond to in-person, telephone and email inquiries, redirect calls, gather information, relay messages, provide follow-up, manage voicemail.

Service Preparation & Record Keeping (time allocation 60%; 12hrs of 20)

PowerPoint:

- Develop creative slide decks for worship services. This includes collaborating with clergy to source images that bring various slides to life beyond just text.
- Use the embedding feature for recorded music, scripture and videos

Word:

- Prepare and print bulletin as well as other occasions as required.
- Prepare a weekly announcements sheet, email to congregation & mail to shut-ins

Excel:

- Develop/manage information such as congregation lists, pastoral care liaisons, etc.

Other Software used in service preparation & record keeping

YouTube Studio - Create the YouTube livestream link for worship services, etc.

Canva – Graphic design tool used in slide decks, posters, etc.

Microsoft One Drive – Understand the functionality of storing & saving documents to One Drive

Dropbox - Understand the functionality of Dropbox for sending and receiving large files.

United Church Hub - Understand the functionality for keeping records/statistics

ONE License - Update weekly for licensing for use of hymns used in PowerPoint and online.

Church Watch – Understand the functionality and utilize to keep congregational records and reports

Record Keeping (time allocation 20%; 4hrs of 20)

- Update and maintain computer records including membership, weekly giving's, file backup, etc. Compile and maintain church lists (congregation, committees, etc.).
- Maintain work timesheets for custodian and payment for special services
- Prepare formal documents required for baptisms, funerals, weddings, etc. as well as record all these in the appropriate record books. Maintain the Historical Roll (deaths, transfers in & out, profession of faith, etc.).

Cash management (time allocation 10%; 2hrs of 20)

- Administer petty cash pool, receive and record miscellaneous payments (issue receipts as required)
- Administer petty cash for Brown Bag Ministry

Occasional/Annual Responsibilities

Signage: Create & print signs and posters for the building as required.

Donations and Sponsorships: Coordinate and process requests, payments, and receipts.

Annual Report: Solicit, type (as required), compile, print, distribute reports.

Inventory Management: Order office supplies and receive deliveries.

Security: Safeguard vital records, confidential information, security codes, cash, etc.

Christmas Baskets: Receive and record requests, liaise with recipients

Skills/Knowledge Requirements

- Proven experience as an Administrative Assistant/Resource
- Strong proficiency in using Microsoft products such as PowerPoint, Word & Excel
- Confident to use/learn various software programs (YouTube Studio, One Drive, Dropbox, Canva, etc.)
- Ability to work with minimum supervision
- Effective time management Organizational skills
- Cash management Ability to prioritize
- Attention to detail Excellent interpersonal skills
- Good Communicator Superior telephone and social media etiquette

Personal Assets

- Ability to "think on your feet" Tolerant/accepting
- Team player Strong work ethic
- Familiarity with the United Church of Canada would be an asset but not required

Terms of Employment

- 20 hours per week mornings Tuesday-Friday; flexibility in July and August.
- Vacation paid