

Part-time Office Administrator

Stittsville United Church is seeking a part-time office administrator responsible for the daily administration and functioning of the church office.

We are an energetic community of faith. We value traditional Bible-based worship and are open to worshipping in creative new ways. We believe in learning from insights shared in the sermon, from each other, and from others in the community as we grow together in faith. We believe in putting our faith into action through love and serving the wider community.

The SUC Office Administrator is responsible for managing the daily administrative operations of the church, preparing materials for worship services, interfacing with church and community user groups, updating the church website and social media accounts, and creating internal and external communications. The Office Administrator is often the first point of contact between Stittsville United Church and the public, and as such must represent the church pleasantly, professionally, and compassionately. The Office Administrator will be required to treat all information received in strict confidentiality.

Qualifications:

- Is comfortable working in a Christian church, and in the knowledge that they will be the professional and compassionate face and voice of Stittsville United Church.
- Is proficient with all MS Office applications and comfortable with social media
- Possesses strong interpersonal skills and empathy and can work cooperatively in a team environment but can also work well on their own.
- Practices discretion and integrity.
- Demonstrates excellent communication (written and oral) and organizational skills.
- Is accurate and detail-oriented for all record keeping.
- Can supply or successfully complete a vulnerable sector records check through the Ottawa Police Service.

Hours and Remuneration: \$18.50 per hour plus 4% vacation pay for 12 hours a week for 10 months (September – June) of the year (Tuesday - Friday mornings). Additional paid time as required to attend and take minutes at SUC Board meetings. Work and holiday schedule to be established in consultation with the M&P Committee and Minister. The office administrator can work slightly reduced hours in June to allow for 3 hours per week in July and August.

Application deadline: Friday September 30, 2022

To apply with resume and cover letter or to request a full job description, please email office@stittsvilleunitedchurch.com

Stittsville United Church
6255 Fernbank Rd
Stittsville, On K2S 1X5