

OFFICE ADMINISTRATOR

Rothwell United Church

42 Sumac St., Gloucester, ON K1J6P7

Job Description: As Office Administrator, you will have the opportunity to work independently and collaboratively on varied tasks with a variety of people. This permanent part-time position offers a 30-hour work week, with pension and benefits and free parking. The work schedule matches the school day and with less hours required in July and August.

Church Information: For over 60 years, Rothwell United Church has been a consistent presence and source of service and support in its Beacon Hill neighbourhood where it acts as a meeting place for Sunday worship services, a home for an established daycare and a space for community events.

Essential Skills

EXCELLENT COMMUNICATION & INTERPERSONAL SKILLS

As office administrator, you will be the first point of contact for all church personnel, community members, and visitors. Therefore, excellent English skills are essential. All forms of communication and interactions require a high level of effectiveness and strong interpersonal skills that will serve to build and maintain relationships with church members and the community. Essential requirements as office administrator include:

- handling all church communications (in-person, phone, letters, publications, email, social media)
- collaborating with church personnel to create a Sunday printed bulletin & announcements that will also be emailed to congregants
- producing a PowerPoint for Sunday morning services
- enforcing church policies for facility use
- tracking copyright licenses and reporting to applicable parties
- overseeing and reporting church facility maintenance and security operations
- acting as facility tenant liaison

- using the following programs: Microsoft Suite (Word, PowerPoint, Excel, Access)

PLANNING & ORGANIZATION SKILLS

The ability to prioritize, plan and organize tasks and schedules will ensure that the whole church functions smoothly on a daily basis. Among the responsibilities are the:

- maintenance and purchase of office supplies
- compilation and tracking of yearly statistics and other records
- scheduling of meetings
- renting church equipment and facilities
- assisting with the hiring of supply musicians and clergy
- planning of baptisms, weddings, funerals and other special occasions in the life of the church

FINANCIAL & CLERICAL

A financial component of this position requires that you ensure that bills are promptly paid, church income is consistently tracked, and financial accounts are accurately maintained. Familiarity with Excel is essential.

APPLICATION INFORMATION

Please send your resume to rothwellunited@rogers.com. Resumes will be received until April 2, 2024. Successful applicants will be contacted for interviews mid-April.