

JOB DESCRIPTION: OFFICE COORDINATOR & PROGRAM SUPPORT

Job Summary

Kanata United Church has an active congregation with a busy church building and calendar. The Office Coordinator & Program Support position is central to the effective and coordinated functioning of the activities and systems of the church office which are fundamental to the wellbeing of both our church community and building. The Office Coordinator & Program Support is an integral part of our KUC team.

Duties & Responsibilities

The Office Coordinator & Program Support is accountable to the Church Council through the Ministry & Personnel Committee. He/She/They are responsible for the overall coordination and workflow of the church office.

Communications

- Manages all social media platforms on an ongoing basis, no less than weekly, to promote our programs. Also manages advertising to KUC community, EOORC, local community, and local Churches, fundraising events such as Carols, Candles & Cookies, Book Fair, Flea Market, Puzzle Sale, Auction
- Create and maintain posters for upcoming events within KUC as required
- Coordinate the gathering of information and distribution of bulletins and annual reports
- Greets and directs people entering the Church and provides assistance as required
- Acts as a source of information regarding the Church, and its activities, to the congregation and community
- Handles all incoming and outgoing mail (including courier and deliveries)
- Maintain and update the Church website on a weekly basis
- Prepare weekly announcement sheet for the congregation
- Ensures the submission of advertisements to local media for Christmas and Easter services

Grant Support

- Working with the minister, this position is integral to seeking out, developing and submitting applications for grant opportunities

Rentals and Building Management

- Give tours to potential users/renters of the Church building and reviews Church rental policies on building usage and fees
- Schedule and coordinate facility use with established guidelines
- Arrange for completion of contracts, collection of rental fees and manages any follow-up required
- Maintenance of key and access codes for renters and volunteer members of the congregation
- Follow up with previous renters to determine contract renewals for coming year

General Office Administration:

- Provide administrative support as needed
- Prepare Sunday worship orders of service and additional orders of service for special services, distribution of readings, verbal announcements, and online Order of Service
- Answers telephone, directs incoming calls, relays messages, and provides assistance where appropriate
- Check and respond to written and electronic mail throughout the day
- Ensure ongoing maintenance of all office equipment by monitoring and arranging for service and supplies when required
- Order office supplies as needed
- Prepare and distribute to A/V the Sunday morning slide show
- Managing, updating, and scheduling as related to the community shared church calendar

Maintenance of documents, files and records as described below:

- Maintain the internal filing system including archiving or destroying files in accordance with United Church policy
- Maintain and review the Vulnerable Sector Checks (police checks) as needed
- Maintain the Church membership database, historic role, marriages, funerals and baptism records
- Collect and report Annual statistics to the United Church of Canada
- Order name badges for congregants