

# Office Administrator

Wesley United Church – Welland, Ontario

Part-time, Permanent

Wesley United Church, Welland is a warm, inviting and committed congregation of the United Church of Canada standing together in God's Circle of Love, we reach out to serve.

## **DUTIES AND RESPONSIBILITIES:**

### *Administration and Support*

- Provide Administrative support for the Minister, Church Staff, and Church Volunteer Committees
- Act as a central resource for the office on all administrative matters
- Set-up and oversee maintenance of administrative filing systems, ensuring files are updated, properly stored (hard copies and on computer), ensuring confidentiality:
  1. Memorial donations
  2. Membership, baptismal, wedding and funeral registers
  3. Church membership data
  4. Historical church rolls
  5. Church Calendar
- Meet the needs of the congregation according to current trends and resources
  1. Administer/manage Church Website (monitor, input and update)
  2. Prepare Power Point presentations for all worship and other Church services and events
  3. Create computer graphics for Church Bulletins, Newsletters: print and collate
  4. Update/input Outdoor Electronic/Computer Sign under the direction of the Minister and Property Manager
  5. Input some church financial data
  6. Update Office Desk Manual to keep current
- Develop, promote, and maintain professional and positive internal and external relationships
  1. Prepare "Welcome to Wesley" packages and name tags for new members
  2. Respond to inquiries including but not limited to pastoral care, emergencies, membership concerns, weddings, funerals, fundraising and Church rental bookings
  3. Prepare Annual Report, working with Church Committees: print and collate

4. Send email communications to congregation, as directed by the Minister and/or Church Council
  5. Maintain all bulletin boards
  6. Update answering machine messages and email addresses as required
  7. Prepare tickets, posters and flyers for fundraising and special events
  8. Attend Church committee meetings as required
- Order materials/supplies, track inventory, and liaise with vendors/contractors regarding premises or equipment maintenance issues, working with the Property Manager
  - Maintain all office equipment, working with Property Manager
  - Coordinate with Property Manager, rental requests/bookings for Church Hall and meeting rooms
  - Implement ideas to improve administrative efficiency
  - Shall seek the approval of the Ministry and Personnel Committee for participation in educational training opportunities

#### **QUALIFICATIONS:**

- High level of proficiency in computer skills including Microsoft Word, Excel, Power Point, Publisher, Adobe Acrobat, Power Church, Outlook, and Websites and social media
- Detailed knowledge of printers, digital cameras, projection equipment and scanners
- Interpersonal skills; courteous and considerate of others
- Organizational and time management skills
- Command of the English language including spelling, grammar and punctuation
- Excellent oral and written communication skills
- Experience with writing proposals, newsletters
- Knowledge of current legislation and best practices for non-profit
- Personal and employer references
- Recent Police Record Check dated and given to Church at least two (2) weeks prior to job offer/employment and every three (3) years thereafter (to be paid for by the Finance Committee)

#### **WORKING ENVIRONMENT:**

- Front office reception
- Involves significant computer use
- May sit for extended periods
- Must use computer that is the property of Wesley United Church
- May include set-up and take-down at events

- May include lifting supplies
- May include standing on a step ladder re: bulletin boards
- In case of an employment conflict, the directives of the Ministry and Personnel Committee will be followed

**WORK SCHEDULE:**

- Hours of work – 20 hours
- Monday through Friday 9:00 am to 1:00 pm
- Adjust hours and schedule as necessary

**BENEFITS:**

- Paid Vacation Days
- Paid Sick Days
- Paid Bereavement Days
- Mandatory and Optional Benefits Included

**EDUCATION:**

- Secondary or Post Secondary Education

**EXPERIENCE:**

- 3-5 years Administrative/office experience

**LANGUAGE:**

- English spoken and written skills required