

## Looking to hire experienced Office Administrator

The Office Administrator at Robertson-Wesley United Church is responsible for the overall administration of the church. The Office Administrator is the first point of contact for anyone who calls or enters the church, and as such is responsible for hospitality and reception of all people who come to the church, including congregational members and the community at large. The Office Administrator works as a team member to support all staff and leadership of the church with administrative duties. The Office Administrator also works independently, taking the initiative to carry out work that falls within their area of responsibility.

The position reports to the Ministry and Personnel Committee of the church.

### Specific Duties:

1. Reception and hospitality:
  - Checking and responding to church phone and email on a daily basis
  - Monitoring the door and directing people and deliveries to the appropriate person or space
  - Receiving and disseminating information and inquiries to appropriate people
2. General administrative duties, including:
  - Preparation, maintenance and filing of church records (i.e., membership roll, attendance statistics, contact information, baptismal, confirmation, funeral, wedding and transfer records and registers)
  - Booking events for internal and external groups and receiving invoice payments when Financial Manager is not in the office
  - Compiling, editing, formatting and printing church documents (e.g., bulletins and inserts for worship services, weddings and funerals, etc.)
  - Overseeing mass mail outs to the congregation
  - Printing of special offering envelopes
  - Preparation of materials for scripture readers
  - Ordering office and worship supplies
  - Mail handling (i.e., sorting and distribution)
  - Troubleshooting issues with office equipment (e.g., computers, photocopier) and arranging for support when necessary
  - Administration of the church's memorial garden (i.e., maintaining paperwork, ensuring memorial plaque is updated)
3. Communications support:
  - Compiling, editing, formatting, laying out and printing communications material (e.g., event posters, sign-up sheets, announcement inserts for bulletins, congregational reports and related financial documents, etc.)
  - Placing public notices about church events on the church website (with the support of the webmaster) and social media pages, on bulletin boards, and in community newspapers where appropriate
  - Scheduling and compiling content for church newsletters (E-NEWS and Between the Aisles) and overseeing their production (formatting, distributing, etc.)
  - Selling tickets for church events electronically as necessary
4. Participate in regular staff meetings
5. Work with volunteers who assist in administrative duties (e.g., bulletin folders, pastoral care volunteers)

6. Other administrative duties as identified by other staff, Ministry and Personnel Committee, or the Official Board

**Requirements:**

The successful applicant will possess the following skills and attributes:

- Relevant professional office administration experience
- Excellent written and spoken communications skills
- Strong interpersonal skills and ability to interact with all people inclusively
- Strong skills with Microsoft Office software (i.e., Word, Excel PowerPoint, Publisher) and database software
- Volunteer management skills
- Ability to work as a team member while independently taking initiative for responsibilities and managing their time accordingly
- Ability to work effectively and efficiently under pressure
- Ability to delegate tasks as required
- A sense of humour
- An understanding of the not-for-profit world would be an asset.

Please respond with resume and cover letter **in a single file** to [mprwuc@gmail.com](mailto:mprwuc@gmail.com). Competition closes Friday, April 13, or as soon as a suitable candidate is found.