

## **East Plains United Church**

### **Part- Time Church Administrator**

#### **Statement of Purpose**

The Church Administrator facilitates the day-to-day administrative operations of the church in co-operation with the minister and the music director. As the key contact for visitors and church members, the administrator presents a friendly, welcoming face for East Plains United Church. This position requires an exceptional degree of professionalism and the ability to work in an environment where multi-tasking, sound decision making, self-motivation and discretion are essential. The Church Administrator will need confidence and positive organizational, communication and interpersonal skills.

#### **Reports to:**

The Ministry and Personnel Committee – East Plains United Church

#### **Hours of Work:**

10:00 AM until 1:00 PM, Tuesday, Thursday and Friday, from September through June. In July and August, work hours will be 10:00 AM to 1:00 PM on Thursday and Friday.

**Remuneration:** \$17.00 per hour

#### **Special Requirement:**

Due to the public nature of the church, this position requires a vulnerable screening sector police check, the cost to be borne by East Plains United Church.

#### **Duties and responsibilities:**

##### Reception

- Answer general phone inquiries using a professional and courteous manner
- Direct phone inquiries to the appropriate staff/committee members
- Greet visitors/suppliers to the church in a professional and welcoming manner

##### Office Administration

- Use computer word processing for memos and documents
- Consult with the minister to produce weekly order of service (bulletins), weddings and funerals when required
- Assist minister with administrative tasks when necessary
- Sort incoming mail and deliveries for distribution

- Promptly respond to inquiries received in person, by mail, telephone and e-mail
- Assistance in photocopying for committee members when necessary
- Send memorial cards acknowledging receipt of donation to donor and send cards to family within 10 days
- Prepare wedding and baptismal and transfer of membership certificates when necessary
- Notify custodians, music director and Support Group Chair of funerals and weddings
- Prepare and send outgoing mail and courier parcels
- Be available in the office to allow visitors entry to the building
- Forward incoming general e-mails to the appropriate staff/committee members
- Purchase, receive and store office supplies ensuring that basic supplies are always available
- Code and file material according to the established procedure
- Back-up electronic files using proper procedures

**Qualifications:**

- Secondary School Diploma
- excellent interpersonal communication skills – written and oral
- strong attention to detail
- general office and clerical skills
- confident IT skills – correspondence, church bulletins etc.
- ability to deal with matters of confidentiality and sensitivity with compassion and discretion
- accomplishes tasks within required time-frame
- excellent organizational skills

**Start Date:** September 4, 2018

If interested, please send resume including two professional references to:

[office@eastplainsunitedchurch.com](mailto:office@eastplainsunitedchurch.com)

**Or** mailing address:

375 Plains Rd. E. Burlington  
L7T2C7

Attention:  
Chair of Ministry and Personnel