

CHURCH ADMINISTRATOR – HUMBER VALLEY UNITED CHURCH (76 Anglesey Blvd, Etobicoke M9A 3C1)

SALARY: NEGOTIABLE

Tenure: Part Time (21 hours/week) for 4 months beginning October 6th or before, with extension possible

Reporting: Position works with the Minister, church staff and many volunteers and is accountable to the Ministry & Personnel Committee

Summary:

In this position, the Church Administrator will provide a variety of administrative and communication duties at Humber Valley United Church (HVUC). You will be an integral part of a friendly, professional team responsible for providing administrative support to the Minister, staff, the Board, the chairs of many committees and teams, and support to on-site renters.

Salary and Benefits:

Competitive salary.

Deductions for EI, CPP and income taxes.

Prorated annual vacation.

United Church of Canada benefits after three months.

Paid job-related training.

Free parking.

Easy access to transit.

Responsibilities:

Prepare a wide variety of church documentation such as bulletins, newsletters and/or notices for worship services and create posters, flyers and other materials for church activities and fundraisers.

Prepare and send out weekly eblasts, notices about deaths and funerals and special messages as directed by the Minister or the Board.

Prepare PowerPoint slides for various presentations, as requested.

Photocopy documents, as requested.

Oversee arrangements for weddings and funerals such as scheduling meetings, preparing bulletins and preparing required documents.

Administrative support for church committees/teams or other activities, as needed.

Responsible for updating the church website and outdoor electronic signs.

Review incoming emails and respond, forward and/or follow up, as required.

Respond to incoming phone calls and redirect messages, as appropriate and/or instructed.

Receive/distribute incoming and outgoing mail, including invoices, receipts, courier documents and parcels.

Maintain and update filing cabinet and computer files/records including those of current members, statistics etc. Back up files, as required.

Maintain Bulletin Boards and the church records, staff lists, incident reports, name tags, minutes of Board meetings and building management and contract files.

Order office supplies, as required, and take care of photocopier issues, maintain the church's voicemail.

Help with AV issues, as they arise.

Assist the Property Manager to contact and maintain an up-to-date list of vendors and repair trades, as requested.

Maintain weekly and monthly calendar of events.

Update CHURCH HUB, as administrative representative for HVUC, with contact information, assessment and statistical data.

Interface on regular basis with contractors and facility user groups.

Liaise with Room Bookings Coordinator to promote and optimize potential for rental of HVUC space.

Attend meetings, as requested, to provide information.

Required Qualifications:

Education:

Graduation from a recognized Canadian secondary school.

Experience:

Experience in an administrative role preferably in a United Church or church of another denomination or in a non-profit/charitable organization where maintaining confidentiality was paramount.

Experience interfacing and responding to various types of client inquiries.

Experience working with confidential information.

Abilities and Skills:

Ability to work independently.

Ability to prioritize.

Effective interpersonal skills.

Flexibility.

Graphic arts experience and skills required.

Ability to communicate effectively in writing and orally.

Effective client service.

Ability to use various Microsoft applications such Word, Outlook, Excel and PowerPoint.

Operational requirements:

This position works 21 hours per week.

How to Apply:

Please send your covering letter and resume to Deborah Turnbull, Acting Chair, M&P, Humber Valley United Church at dtgbc01@gmail.com.

Thank you for your interest in this position. Only those who are considered for an interview will be contacted.