

## Position Description

### **Full Time Office Administrator (35 hours/week) Community Christian Reformed Church – Kitchener, Ontario**

**Purpose:** The Office Administrator provides administrative support to the ministries, congregation, and council of Community CRC.

**Qualifications:** The Office Administrator must have a demonstrated ability to relate well to people of all ages, and a willingness to be of assistance in a variety of situations. The incumbent must have strong communication and organizational skills and be able to work without daily supervision. Working knowledge of software support programs (Microsoft Office), social media platforms, e-calendars, and other organizational tools, and a teachability around church database programs is essential. Two or more years of administrative experience is desired, but not necessarily required. Attendance of church administration training events is encouraged. Currently a member or be willing to become a member of CCRC.

#### **Primary Responsibilities:**

- Internal Communication services such as bulletin board updates, church sign announcements, scheduling rooms, rentals, meetings, conferences, weddings, receptions, electronic communications
- Facility management including scheduling rooms and facility for both rentals and ministries. Includes maintaining an overall facility schedule, overseeing the rental process, reserving space for meetings, conferences, weddings, etc. Also includes notifying ministries and rentals if they are affected by funerals.
- Reception services including: telephone, mail, photocopier, e-mail
- Draft and print the bulletin on a weekly basis
- Provide support to the weekly ministries
- Schedule officebearers for meetings and worship services as needed
- Serve as Membership Clerk for the church and provide reports to Yearbook and the congregation on an annual basis, and support the Nominations Committee in ensuring eligibility of nominees
- Maintain Congregational Assistance Plan (CAP) list
- Maintain Community lists
- Assist in the maintaining of the Church Handbook and represent the church office on the Policy Review Committee

#### **Secondary Responsibilities**

- Provide administrative support to the pastoral staff
- Knows how to turn on and run projection and sound system to assist rentals and ministries if needed

**Measurement:** The work of the Office Administrator will be reviewed and discussed with the Pastor of Preaching and Worship through regular communication and feedback, using a process defined and completed by council.

**Working Relationships:** The Office Administrator reports to the Pastor of Preaching and Worship and works in collaboration with all office staff to ensure a positive work environment.

**Salary Range:** \$20.00 - \$25.00 per hour depending on experience