

Church Office Administrator (Permanent Part-time)

Description:

We are currently seeking an office administrator for Riverdale Baptist Church. The church office administrator reports to the church pastor and works to ensure smooth and efficient daily operations our church and its ministries. Success in this position requires exceptional attention to detail, strong communication and interpersonal skills, the ability to handle sensitive issues with integrity and confidentiality (this is a condition of employment), tact and good judgment in resolving problems and answering inquiries, the ability to deal with frequent interruptions, the ability to work in a team, and excellent organizational ability.

Duties and Responsibilities:

- Provides administrative support to the pastoral staff and deacons
- Prepares for business meetings under direction of deacons and elders
- Handles church communication and publications (eg. emails, bulletin, church website, bi-monthly newsletter, PowerPoint announcements, bulletin boards)
- Assists in scheduling and coordinating volunteers.
- Performs clerical activities according to established procedures.
- Assists with scheduling meetings, renting church equipment and facilities, and enforcing church policies for facility use.
- Responsible for ordering/purchasing supplies and coordinating maintenance of office and facility equipment.
- Maintains office records (paper and electronic) for future use.
- Other miscellaneous duties

The office administrator works in the church office at 15 Duke Road and connects daily with

- Pastor and other church staff
- Members and attendees of the congregation on a variety of issues
- Church leadership (elders and deacons)
- Volunteers in various ministries and committees
- External entities including, but not limited to, our denomination, local government, other churches, and contracted service providers

Qualifications:

- A commitment to standing as a moral and upstanding representative of the church community.
- A minimum of a high school diploma or equivalent (eg., GED). Preference will be given to candidates with post-secondary education (ie., certificate, diploma, degree) in a

related field of study - Office Administration, Administrative Assistant, Business Administration or Management) or equivalent training and business experience.

- A minimum of one year work experience in an office environment (a church office environment preferred).
- Excellent knowledge and proficiency of MS Office, including Outlook, Word, and PowerPoint, as well as the ability to use social media platforms, set up virtual meetings, use desktop publishing software, and work with church data bases. Familiarity with website design and maintenance, and using online planning tools is an asset.
- Excellent interpersonal skills and ability to work both in a team setting and independently.
- Excellent verbal and written communication skills.
- Ability to keep confidential and sensitive information.

This is a permanent part-time position (20-25 hours per week) with some flexibility of working hours. The candidate must be able to work at least a half-day on Mondays and a half-day on Fridays. The other working hours are negotiable. The hourly wage is \$18-22/hour, depending on the candidate's experience and education.

The Office Administrator is an active participant in the success of our church who helps us achieve our intermediate and long-term goals. They must demonstrate RBC's statement of faith and have a foundational personal relationship with Jesus Christ; the ability to share this relationship with others is important. They are a solutions finder, who works joyfully, knowing this is more than just a job, but a way to serve our Lord Jesus Christ as a part of a team.

To apply:

Please submit a copy of your resume and cover letter to Katy Mead, Vice-Moderator at vicemoderator@rbchurch.ca highlighting your experience and skills related to the above duties and qualifications. The deadline for submission is Tuesday, June 15, 2021.