

Job Description: Church Office Administrative Assistant

General information	
Start Date:	March 1, 2025 possibly earlier
Title:	Church Office Administrative Assistant
Company:	Streetsville United Church, 274 Queen St S, Mississauga, ON
Reports to (position):	Senior Minister and supported by the Ministry & Personnel Committee

Purpose of the job
<p>To support the Minister in his/her administrative role within Streetsville United Church and to assist Church Committees in their administrative functions at Streetsville United.</p> <p>This is an in-person part time position, 16 hrs/wk, Tuesday to Friday mornings. Start date March 1, 2025. Salary is commensurate with skill set appropriate to the position along with Group Benefits through the United Church of Canada (UCC).</p>

Main responsibilities
<p>1. <u>Office Operations</u></p> <ul style="list-style-type: none">• Maintain an efficient and smooth office operation by:<ul style="list-style-type: none">○ Answering the phone, voice mail, and email requests with courtesy and promptness;○ Forward requests to the Minister or Committee Chair as appropriate;○ Preparing and effectively managing, all correspondence being mindful of confidentiality;○ Routing incoming mail as appropriate;○ Organizing and maintaining office files – both current and archived;○ Maintaining church membership contact info, email and mailing addresses, in a database;○ Maintaining church membership rolls;○ Recording marriages, baptisms, and funerals;○ Preparing baptismal and confirmation certificates and marriage licenses;○ Sending membership transfers with letter, when requested;○ Preparing and sending letters of thanks to those who make donations in memoriam, and to the family, a letter of sympathy and list of donors and addresses;○ Wedding and Funeral assistance as detailed in the established process guidelines;○ Preparing special events flyers, tickets etc., upon request;

- Purchasing office supplies.
- Completing Annual Tasks including:
 - Coordinating and compiling the Streetsville United Church Annual Report;
 - Report as directed by the Finance Committee, annual statistics on ChurchHub.

2. Preparation for Worship Services

- Prepare and print the weekly Order of Service in consultation with the Minister;
- Prepare on-line access to the weekly service through YouTube and post to SUC website;
- Distribute electronically, to the congregational email list, the upcoming Sunday Service bulletin with covering email that includes YouTube access link;
- Prepare slides highlighting the service to USB memory sticks for presentation on TV's;
- Support the Minister in preparing weekly podcasts.

3. Finance Committee Support

- Distribute invoices to the appropriate Committee Chairs for authorization;
- Prepare cheques and notify Finance Committee's authorized signer;
- Mail general correspondence including cheques and invoices, file paid invoices;
- Record weekly offerings in ChurchWatch platform
- Assist the Finance Committee in preparing the monthly bank deposit;
- Produce givings statements and prepare for mailing when directed;
- Print and prepare for mailing, annual tax receipts.

4. Support for Other Committees

- Rentals – In co-ordination with Property Committee Rental Coordinator, maintain calendar of renters and events; Prepare and send invoices where needed;
- If requested by the Property Committee Rental Coordinator, show potential renters rental spaces;
- Arrange as necessary, appointments for building maintenance and service calls;
- Provide clerical support to Church Council Committees on an ad hoc basis;
- Preparation of quarterly Tidings Newsletter.

5. Other assigned or required tasks as they arise

Key parameters

- A part-time position, with working hours currently set at 16 hours per week.
- Normal Days of work – Tuesday through Friday mornings
- Salary commensurate to skill set required for the position
- Group Benefits through the United Church of Canada

Interfaces

Interfaces mainly with:

- The Minister
- The Finance and Property Committees and Standing Committee Chairs
- Members of the Congregation
- Renters
- Members of the Community at large

Required profile**Functional requirements** (Education, experience in different areas, technical skills)

- Previous Administrative Assistant experience would be an asset
- Requires strong verbal and written communication skills in English
- Understanding of business practises and solid basic math skills;
- Requires strong computer skills with proficiency in Microsoft Office (Word, Outlook, Excel, PowerPoint); e-mail / mailing lists and internet browsing / navigation;
- Familiarity with performing PC backup function and completing system upgrades;
- Familiarity with social media applications would be an asset;
- Familiarity with Rogers Unison phone system would be an asset;
- Prior familiarity with a Church management software (eg. ChurchWatch or similar) would be an asset;
- Knowledge and skill for church website maintenance would be an asset;
- Knowledge and skills in working with electronic devices for communications (external sign, video display screens) would be an asset.

Personal skills

- Excellent interpersonal and communication skills, supporting interaction and collaboration with church minister, church leadership, congregants, volunteers and renters;
- Ability to work autonomously, demonstrate sound judgement, and effective problem-solving skills.
- Good organizational skills, detail-oriented, and the ability to prioritize work in a busy environment;
- Able to take initiative in planning.

To Apply

If this is an opportunity that excites you, please submit your CV with a covering letter that describes how your experience relates to the qualifications we seek to: search@streetsvilleunited.ca

Only resumes with the qualifications we seek will be responded to.