



Job Description

Position Title: Office Administrator

Start Date: September 30, 2024

Reports to: Ministry and Personnel Committee

Salary: \$22/hour, 37.5 hours per week
plus pension and benefits after 3 months

Job Purpose

The Church Administrator is responsible for the efficient day-to-day business operations and communication functions of the church in a full-time position of 37.5 hours per week. The position supports the mission and the life and work of the church by facilitating the work of the minister, the Director of Music Ministry, other staff and the congregation leaders and teams. This is a key role, providing continuity and consistent communication in our vibrant, downtown St. Catharines church.

Duties and Responsibilities

Office Management:

- Reception – in person greeting, phone, general email
- Prepare and photocopy weekly worship bulletins and prepare worship slides
- Receive and reply to general correspondence, and specifically for others as directed
- Maintain membership roll/directory, labels and record marriages, baptism, funerals, transfers
- Operate, maintain, count, and inventory office machines, office materials and order supplies

Bookkeeping:

- Record all revenues in PowerChurch (or similar) with guidance and oversight from the Finance Team
- Count, record, and bank mid-week deposits
- Process cheque requests, write cheques, mail, or distribute signed cheques
- Enter payroll, prepare month end statements, do bank reconciliation, complete WSIB processing
- Maintain PAR (Pre-Authorized Remittance) files and record income in PowerChurch monthly

Facility Rentals:

- Book regular groups and special events in weekly electronic calendar, monthly calendar, book of dates and communicate to appropriate parties
- Handle facility rental inquiries and bookings, and columbarium bookings

Communications

- Prepare and distribute electronically the weekly eNews

Other duties as assigned





Qualifications

Education: A minimum of grade 12, post-secondary preferred

Experience: A minimum of three years' office management, or equivalent, experience

Skills:

- Demonstrates excellent administrative skills
- Bookkeeping skills essential
- Prioritizes and manages time to accomplish multiple and ongoing tasks
- Works independently with minimal supervision to accomplish tasks
- Communicates in a thorough, clear, and timely manner to support information sharing and goal achievement across the church
- Competent in Quickbooks, Microsoft Office Suite: Word, PowerPoint and Excel, and Microsoft operating systems
- Builds work team relationships by positive interactions and collaborations

Other Requirements:

- Must be bondable
- Satisfactory Police Vulnerable Sector Check
- Must sign a non-disclosure and confidentiality agreement

Working Conditions

Hours of work are 8:00 am – 4:00 pm, (with a 30 minute lunch), Monday to Friday. As a vibrant downtown church, we serve the vulnerable in our community.

Start date is September 30, 2024

Compensation

This position will be paid a rate commensurate with experience. The United Church of Canada offers benefits including a pension component. There is a three-month probationary period. During, and at the end of this probationary period, workload, hours per week and hourly rate will be reviewed.

To apply: Send a two-page resume and three references to jobs@silverspire.ca

Only applicants considered for an interview will be contacted.

The job posting closes **Thursday, September 5, 2024 at 4 pm.**



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