

Position Description:

Church Office Administrator of Southminster Steinhauer United Church

General Description:

The Church Office Administrator, a self starter requiring minimum supervision, will provide confidential administrative support to the Ministry Team as well as the Board and Committees of Southminster Steinhauer United Church. This position is responsible for the effective operation of the office at Southminster Steinhauer United Church, Edmonton, and is the administrative backbone of our church. The church office is often the first point of contact for members, adherents, seekers and visitors.

Accountability:

The Church Office Administrator is accountable to The Board of Southminster Steinhauer United Church as the employer. The Ministry & Personnel Committee will act as liaison to the administrative staff, and the Administrative Assistant will be under the day-to-day supervision of the Ministry Team.

Working Hours:

This is a 20 hour per week position, Monday through Friday, hours to be determined

Any overtime must first be approved by either a member of the Ministry team or a member of the Ministry and Personnel Committee.

Areas of Responsibility:

1. Acts as first point of contact (telephone and in person) and represents Southminster Steinhauer United Church to members of the congregations and the public.
2. Provides administrative and clerical support to the Ministry team
3. Provides administrative support to the Board and committees within the congregation such as the music team, congregational care, etc
 - a) Provides secretarial support to the church community as time permits. This may include preparing tickets and flyers, special service bulletins, contribution envelopes for special purposes, maintenance of directory listing, invitations, maintaining minute books and other items.
 - b) Act as recording Secretary to the Board during their evening meetings and takes responsibility for providing follow up and tracking actions resulting from motions.
4. Responsible for maintenance of data bases, membership records and registers, directory and committee minutes.

5. Produces, proofreads, copies and distributes items of communication to the congregation
 - a) Manages and maintains files for Power Point presentations of Sunday Services and special services as requested
 - b) Prepares, proofreads, emails, prints and posts to the website the weekly Morning Messenger newsletter
 - c) Maintains and keeps up to date the church calendar of activities and space use for congregational and non-congregational use
 - d) Publishes a semi-annual Reminder (multi-page program booklet) for the congregation.
 - e) Prepares the annual report from information gathered from church groups and administration, prints and facilitates the distribution of this report.
 - f) Prepares annual Stewardship materials and facilitates distribution.

6. Responsible for coordinating daily use of space in the church building according to church policies.
 - a) Maintains a schedule for the use of church space prepared several months in advance
 - b) Co-ordinates and assists with requests for space, meets with prospective users, consults with the ministry team and/or board regarding unusual requests, and processes payments for space use.

7. Performs duties in the area of maintaining the church's technological needs
 - a) Serves as the web administrator and regularly updates the website.
 - b) Assists and supports the creation and maintenance of a social media presence.

8. Other duties that may be required

Skill Requirements

- Excellent oral and written skills
- Above average organizational skills – establishes appropriate priorities and balances workload accordingly; ability to manage multiple deadlines.
- Ability to develop specific goals and plans, to prioritize, organize and accomplish the work
- Excellent mastery of editing and word processing skills
- Excellent mastery of computer skills including the MS Office(Word, Excel, Publisher, Power Point), Microsoft Outlook, Revelations
- Proficiency in web navigation and website maintenance skills
- Social media savvy

Desirable Qualities

- Knowledge of United Church ethos and organization
- Comfortable working in a progressive affirming environment
- Willingness to participate in Professional Development as needed

- Willing to be affiliated with the United Church Office Administrators Association of Edmonton Presbytery of the United Church of Canada
- Self starter that can work with minimal supervision

Please send your resume to the following address:

Southminster Steinhauer United Church

Attention: Ministry and Personnel

10740 19 Avenue NW

Edmonton, AB T6J 6W9

Applications will be received until the position is filled.

Updated January 19, 2012