



UNA Church Administrator

Department: Staff Team

Reports to: Lead Pastor

Hours per week: 15

Overview:

UNA church is a community that welcomes people from all walks of life, regardless of where they are in their spiritual journey. We are a community of followers of Jesus, committed to living by faith, loving others and being voices of hope in our world. Our name, UNA, means “together as one” and comes from our belief that God is creating a new humanity that participates with Him in bringing peace, justice and well-being to the world.

Role:

The Church Administrator (CA) is responsible for the essential administrative functions of our church operations including coordinating and communicating information relating to church community life, calendar management, building usage and work toward keeping the day-to-day operations at UNA organized and effective. The CA manages a number of dynamic organizational duties. These areas typically include office administration, staff and ministry team support, communications as well as financial and HR support. The CA is supervised by the Lead Pastor with accountability to the UNA Church Board.

Primary Responsibilities:

Staff Support

- Manage resource needs to support church staff and volunteer team projects
- Provide executive administrative support for the Lead Pastor
- Advance the work of UNA’s staff and ministry team leaders through administrative and operational support
- Maintain and co-ordinate the necessary resources for successful Sunday worship gatherings (eg. Planning Center, CCLI, Eucharist supplies, etc)
- Manage and be accountable for their own time management
- Creatively consider opportunities to strengthen operational efficiency and stewardship of resources

Office Management

- Manage church office to create a welcoming and orderly environment
- Offer excellent and knowledgeable service during established office hours
- Manage and procure all office supplies

- Coordinate and schedule building usage in conjunction with staff, ministry team leaders and other decision making bodies
- Maintain and communicate the master UNA Church calendar
- Maintain UNA Church directory, master congregational lists and service roster, providing reports to staff and the Board as needed

Communications

- Manage day-to-day church communications in a sensitive and professional manner
- Ensures UNA's visuals and shareable materials are updated and distributed effectively (i.e. signage, booklets, pamphlets, Generosity Table, etc.)
- Shares communications related to church events and activities, building usage and other relevant information through the UNA Weekly newsletter, UNA website, and other platforms as well as maintains the UNA community life calendar
- In partnership with the UNA Board and Lead Pastor, the CA keeps UNA partners (members) informed on issues related to annual meetings, quarterly updates and others timely items that may arise
- Publish AGM & additional church-wide meeting agendas and act as secretary for these meetings

Finance & Human Resources

- Provide administrative finance support to Lead Pastor, staff and treasurer (eg. producing expense claims, organizing receipts for monthly credit card bills, etc)
- In partnership with the Treasurer, develop and oversee the church office/administration budget
- Work in conjunction with the Board and Lead Pastor to update, manage and maintain all church policy documents, making them available to staff and volunteers when needed

Other

- Attend one-to-ones with Lead Pastor and regular UNA staff meetings
- Completion of an annual review with the Lead Pastor and UNA Board member
- Schedule will be based on priority daytime office hours at approximately 15 hours per week
- Preference would be for staff to take vacation time in non-peak ministry seasons (i.e. summer)

Requirements:

- Demonstrate a desire to live a Jesus-centered life by living in submission to Jesus and submission to others
- Demonstrate a desire for spiritual growth through ongoing participation in regular spiritual disciplines
- Evidence of the Fruit of the Spirit in their relationships, interactions with people that are a part of the UNA church community and beyond
- Alignment with the message, mission and ministry strategy of UNA Church
- Excellent time management, organizational, administrative and problem solving skills with a track record of working well in a team that contributes toward collaboration and unity
- Excellent interpersonal, written and verbal communication skills with a positive attitude
- Proactive self-starter, ambitious to take on new challenges as well as suggest creative and quality solutions (growth mindset)
- Strong computer literacy and experience working in Google and MS Office Suites
- Website and social media experience an asset
- Executive or administrative support experience highly valued

- Minimum of high school diploma or equivalent; post-secondary education or equivalent experience preferred.

Application requirements

- Cover letter and resume - submit to admin@unachurch.org by Friday, May 27, 2022.
- References: If an interview is granted, one pastoral and one personal reference.
 - Both letters must be from references that have known you for at least two years.
- Only successful candidates will be contacted.