



JOB POSTING: OFFICE ADMINISTRATOR

Posting Date: December 8, 2025

Closing Date: January 9, 2025

Malvern Methodist Church (MMC) is a holistic, cultural, social, and spiritual centre that is devoted to being a light in the community that demonstrates Christ's love for all through partnerships and relationships. We are currently looking for an Office Administrator to support the Lead Pastor.

The dynamic nature of this role requires that the ideal candidate have exemplary time management skills and the ability to identify and anticipate the Lead Pastor's administrative needs. The role must also interact seamlessly and with a professional demeanor across a broad range of individuals including members of the Board of Directors, as well as other staff and ministry leaders who report to the Lead Pastor.

To perform this job successfully, the individual is expected to have a minimum of 3-5 years experience in this or a similar field, be comfortable interacting authentically in a Christian faith-based community, and discreetly handle highly sensitive and confidential financial, legal, personnel and organizational information.

Office Administrator

Reporting directly to the Lead Pastor, the Office Administrator will provide administrative and operational support. In this role you will serve as the Lead Pastor's "right-hand person" enabling the Lead Pastor to advance the mission of the church through various initiatives and goals. You will serve as a filter, while attending to day-to-day functions that are part of the Lead Pastor's role so that the Lead Pastor can focus on high-level leadership and strategy functions.

RESPONSIBILITIES

The job duties are diverse and crucial to the smooth operation of the church office. They include:

- Greeting visitors and professionally answering phones
- Creating and adjusting staff/volunteer schedules
- Interacting with Church leadership, members, and community members in a professional manner
- Organizing the office and establishing efficient processes
- Booking and managing space
- Updating the master calendar
- Organizing and preparing for meetings, including logistics and document management
- Running errands and procuring office supplies
- Filing forms and documents systematically
- Drafting, reviewing, and sending communications on behalf of the Lead Pastor
- Managing office emails and communications effectively
- Attending to requests for prayer and/or dealing with persons in distress while referring them for pastoral support
- Producing various financial reports utilizing bookkeeping databases, spreadsheets, and software proficiently
- Handling petty cash responsibly
- Other duties may be assigned from time to time.

REQUIRED QUALIFICATIONS

- Three to five years' prior experience in supporting a senior leader and/or a post-secondary certificate, diploma or degree in Office Administration, Business Administration, Office Management or related field.
- Excellent computer skills, including the Microsoft Office Suite (Outlook, Word, PowerPoint, and Excel)
- Exceptional writing, editing, and proofreading skills
- Excellent organizational and time-management skills
- Familiarity with bookkeeping databases, spreadsheets, and software is a plus

THE IDEAL CANDIDATE IS:

- Extremely trustworthy and professionally-minded
- A detail-oriented self-starter with prior experience in working with faith-based environment or not-for-profit organization

- Someone who exhibits sound judgment with the ability to prioritize, keep healthy boundaries and make decisions
- Comfortable interacting with a variety of people
- A team player capable of cultivating productive working relationships across many age groups
- Has a resourceful, can-do attitude
- Thrives in bringing systems to life
- Familiar with bookkeeping programs and related software
- Willingness to learn church management software (PowerChurch)

Malvern Methodist Church is an engaging place to work, full of people who see themselves as an intercultural, intergenerational family. You will work from the front office of our church located in the Morningside and Sheppard area of Scarborough, Ontario. If an interview is scheduled, reasonable accommodation will be provided for candidates with disabilities who request it in advance. If you are unsure about your request, please reach out to us at the contact information provided below.

Your work hours will be 5 hours per day, 4 days per week. A perk of this position is that in collaboration with the Lead Pastor, you will set your own consistent weekly schedule within the parameters of normal business hours (9:00am - 5:00pm).

Hourly Pay: \$20.45 - 23.50, dependent upon experience

Apply with Resume and Cover Letter to **office@malvernmethodist.com**