

POSITION DESCRIPTION

Office Administrator

Wesley Chapel Free Methodist Church

OVERVIEW

A personal commitment to the gospel of Jesus Christ is essential. Proven experience in a church office environment is necessary.

The Office Administrator reports directly to the Senior Pastor, and is responsible for cultivating a positive working relationship with the staff and congregation. He/she will create and maintain a professional office environment where those we serve are received and cared for with excellence and dedication. He/she is also a representative of the Senior Pastor to the congregation and the community. This requires grace under pressure, an eye for detail, the ability to manage multiple tasks and the willingness to joyfully embrace the vision and values of the Wesley Chapel. A positive attitude and strong interpersonal skills are required. A love of God and creativity will bring life and provide invaluable support to the various committees in the church with encouragement to achieve their full potential within their spiritual gifting. This person will be friendly, sincere and genuinely enjoy both tasks and people.

This position often involves sensitive situations and the handling of privileged information which requires discretion. He/she must be able to maintain strict confidentiality when dealing with pastoral and/or congregational related issues.

KEY RESPONSIBILITIES

- Excellent written and oral competence is required.
- Answer phones and direct calls and/or messages. Maintain and update phone greeting.
- Provide courteous reception to visitors to the office.
- General duties, such as photocopying and faxing.
- Manage incoming and outgoing mail, including e-mail.
- Prepare and mail documents, including invoices.
- Maintain an efficient, organized filing system, both physically and electronically.
- Order and purchase necessary office supplies for the efficient running of the office.
- Maintain membership information, lists, transfer letters, applications, etc.
- Arrange delivery of flowers to funeral homes, hospitals, LTC homes, etc. as required.
- Assist with the coordination or the delegation of church ministry and/or functions.
- Maintain user friendly, organized schedule of church calendar events.
- Manage and liaise with people designated to oversee communion, Scripture reading, ushering.
- Manage facility operations; booking various rooms for meetings, facility rentals.
- Maintain building security by liaising with key holders, alarm company, etc. and keep a current list of key holders.

- Prepare weekly bulletin, funeral bulletins, and bulletins for special events and the printing of these and other related documents (e.g., inserts, hymns, etc.).
- Ensure guests are offered refreshments as required during visits with the Pastor.
- Update and prepare publication of documents such as annual reports, policies and procedures, photo directory and others as needed.
- Complete expense reports for pastoral staff.
- On occasion, prepare a cheque to be signed by two signing officers.
- Other duties as assigned.

SKILLS AND QUALIFICATIONS

- Friendly, good temperament.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality.
- Detail oriented and focus on accuracy.
- Demonstrate initiative and ability to work under pressure and meet tight deadlines.
- Self-starter with the ability to work independently and prioritize tasks.
- Ability to work within a team when required.
- Strong personal ethics, integrity, time management and organizational skills.
- Ability to cultivate a positive working relationship with the staff and congregation.
- Demonstrate tact, diplomacy and advanced problem-solving to deal with difficult issues and people.
- Knowledge and experience in church office administration.
- Proficient in Microsoft Office, Publisher, Word, Excel, and Power Point.

OTHER

- Candidate is not expected to work on Sundays.
- Candidates need not be members of Wesley Chapel Free Methodist Church.