

**Grace United Church
Administrative Assistant
Job Description**

Position: Administrative Assistant (Part-time – 20 hours/week)

Overview of Congregation

Grace United Church is a congregation of approximately 225 households. It is a congregation that is enthusiastic about and appreciative of its people and community and believes strongly in social justice. Grace United is an inclusive and affirming place of worship.

All persons who enter our building must wear a mask and be fully vaccinated against COVID.

Overview of the Role

The Administrative Assistant of Grace United Church has the responsibility of providing administrative support to the Minister, Chair of the official board, other employees, and volunteers.

Accountability

The Administrative Assistant will be hired by Ministry & Personnel Committee and is accountable to the Administration Committee.

Specific areas of responsibilities

The Administrative Assistant will:

- Answer telephone enquiries and relay telephone messages in a timely fashion
- Greet visitors, ascertain nature of business and direct to appropriate person
- Open, distribute and/or respond to regular and electronic mail and other material and co-ordinate the flow of information internally
- Facilitate allocation of space in the building: rental forms, follow up, update and post schedules of use, receive payment, new group orientation
- Prepare, edit and proofread correspondence, presentations, worship materials, publications, reports and related material
- Schedule and confirm appointments and meetings for the minister
- Set up and maintain manual and computerized information filing systems
- Maintain and/or improve office procedures in consultation with the minister and Administrative Team
- Facilitate paperwork for baptisms, weddings, funerals, membership
- Order office supplies and maintain inventory transfers
- Compile data, statistics and other information to support church activities
- Coordinate with office volunteers

- Maintain and manage subscriptions (online and hard copy) and resource material
- Prepare name tags as required each week
- Communicate with suppliers as needed (computer consultants, copier technicians, telephone system technicians, stationery suppliers)
- Carry out tasks and directions by the minister in consultation with the Administrative Team

Competencies

The Administrative Assistant must have:

- A high degree of confidentiality and honesty
- Exceptional planning and organizational skills in a high-volume, deadline-oriented environment
- Outstanding interpersonal skills
- Ability to work proactively and independently with limited direction
- Flexibility, as no two days are the same
- Attention to detail and accuracy amidst frequent interruptions
- Sensitivity training and compassion
- Math skills are a necessity
- A sense of humour

Qualifications

The following qualifications are necessary:

- Completion of two-year college program for administrative assistants and/or previous experience as an administrative assistant (minimum 3 to 5 years)
- Above average proficiency with Microsoft Office, particularly Word and Excel
- Familiarity with the United Church culture is preferred

Pay commensurate with experience.

Send electronic submissions only to: Pauline@chappellfarms.ca

Deadline: on or before January 19, 2022