



Position Title: Office Manager **Supervisor:** Pepe Martinez
Position Type: Regular Part-Time **Salary level:** As Negotiated

Purpose of the Position	
<p>Under the direction of the Lead Pastors, the Administrative Assistant serves as the initial face and voice of the Connection Church office and will be responsible for providing administrative support to the pastoral team throughout the week and all events.</p>	
Duties and Responsibilities	Expectations
<ul style="list-style-type: none"> ● Provide administrative and clerical support to the pastoral team, primarily the Lead Pastors. ● Oversee all executive and business items, like non-profit status, tax receipts, annual meetings, board meeting agendas, insurance along with some HR duties. ● Managing outside bookings and facility rentals as well as coordinating the day-to-day use of the church offices. ● Responsible for all office communications: Answering phones, answering emails, receiving guests and deliveries. ● Managing, ordering, and organizing office/church supplies ● Ensuring all the supplies and information is ready for Sunday ● Keeping the office clean and organized as well ensuring the setup and take down of activities at the office. ● Verify hours worked with staff and submit to accountant for payroll. ● Prepare and make bank deposits as needed. ● Manage non-profit bookkeeping including donations, tax receipts, reconciliations, and reimbursements using QBO. ● Process new hires, team member changes, and assist with onboarding new employees, introductions, documentation etc. ● Communicate with ministry leaders, pastors, website developer etc. to maintain correct information on website and in weekly announcements. ● All other duties assigned by the Lead Pastors 	<ul style="list-style-type: none"> ○ to have a vibrant and growing relationship with Christ. ○ to model healthy boundaries as they relate to relationships, time management, personal health and spiritual health. ○ to complete projects in a professional, efficient and timely matter. ○ to have a balanced work style being able to work well both independently and as a team. ○ to be a self-starter and independently motivated to continue growing in their field. ○ to maintain regular communication and relationship with their direct report. ○ to maintain regular office hours week to week. Time in lieu must be coordinated with the Supervisor. ○ to put a priority on attending department meetings, staff meetings and staff functions

Preferred Skills and Abilities

- Effective time management skills and a positive attitude and approach to problem solving
- Strong writing and verbal communication skills and attention to detail are important, with the ability to review correspondence for procedural, grammatical accuracy, and conformance with policy.
- Able to work independently
- Attention to and care for details
- Demonstrated responsibility and adaptability in self-directed and changing environments
- Must possess a working knowledge of computers and proficiency in software programs, including Microsoft Office applications (Outlook, Excel, Word), Planning Centre and Quickbooks. Experience with Canva, Propresenter, or Adobe Creative Suite would be an asset.

Qualifications and Educational Requirements

- A minimum of two years of experience in administration or similar position. Must be experienced in handling a wide range of administrative, clerical and executive level support related tasks and be able to work independently with little supervision.
- A university degree in any discipline or other post-secondary training related to administration would be an asset.
- Experience and background in a church environment, including a commitment to Christianity.
- A vehicle is required (to run occasional errands)
- Must be fluent in English both in verbal and written communication

Last Updated By:

Kyla Shauer

Date:

October 16, 2023