

# Sunnybrook United Church

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## **JOB DESCRIPTION**

**Prepared by Ministry and Personnel Committee**

**APRIL 2019**

**All prior job descriptions are hereby null and void.**

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### **JOB DESCRIPTION: OFFICE ADMINISTRATOR**

**Hours:** Monday to Friday 9 a.m.-12 noon and 1 p.m.-5 p.m.  
Monday and Friday from 1-2 p.m. Banking and supply purchase

#### **Work Place Philosophy:**

Sunnybrook United Church is a caring and compassionate Christian community. It is the intention of the Ministry and Personnel Committee to provide a positive work environment where employees can contribute to a productive, respectful and professional atmosphere. Together we intend to foster an open, trusting and collegial work environment. This type of work environment can be achieved where individuals feel they are treated with dignity and respect without being subjected to discrimination or harassment. All employees are expected to share in preserving and enhancing the Sunnybrook United Church image and reputation of integrity, credibility and honesty.

#### **Goal of the Position**

- To provide administrative support to the Sunnybrook United Church Ministers and the Committees
- To assist in the organization of church activities and administrative functions

#### **Skills, Experience, Qualifications, Personal Qualities and Traits needed:**

- 2 year Administration Diploma or the equivalent
- Computer proficiency: including word processing, spreadsheets and database programs
- Book keeping knowledge: (Sage Accounting Software)
- General administrative skills
- Effective communication skills

## Responsibilities

- **Book Keeping:** working closely with Treasurer and Finance Chair in monitoring finances, preparing financial statement and budgets.
- **Word processing and publishing:** the ability to design attractive communication instruments that include formatting and graphics.
- **Communications:** telephone and in person, check and distribute mail both electronic and paper,
- **Logistics:** list daily events, book meetings, order/purchase supplies, photocopying, inform ministers of requests for pastoral visits, prepare statistics report for United Church of Canada, control possession of church keys, ensure all office equipment is maintained, assist in any scheduling as required.
- The Office Administrator does not attend committee meetings but may be required to supply information from time to time.
- Other duties as required

## Orientation and Training

- Orientation is provided by the Ministry and Personnel Committee
- Training is available upon request to the Ministry and Personnel Committee

## Support, Accountability and Evaluation

- The staff are employed by and accountable to the Church Council of Sunnybrook United Church through the Ministry and Personnel Committee Chairperson or designate.
- Works in cooperation with the church minister(s) and church Council Committees.
- Evaluation and support is provided through an annual reviews and other as needed.
- Other support is provided by the National office in Toronto, and through other church staff and Chinook Winds (regional body).

## Confidentiality

- The Office Administrator is in daily contact with confidential

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information. It is critical that the Office Administrator understands and accepts the responsibility to protect documents and information that are both private and confidential.

- An Oath of Confidentiality will be signed and kept on file by the Ministry and Personnel Committee.