

CALVARY BAPTIST CHURCH PART-TIME SECRETARY

JOB POSTING

Applications are invited from qualified individuals for the following position.

This is a part-time position, Monday - Friday, 19 hours per week.

The successful candidate will be a committed Christian, who has the ability to work well with people within the church and in the community and who is or will become a member of Calvary Baptist Church.

SUMMARY OF JOB DESCRIPTION:

Under the direction of the CBC Management team, and accountable to the Pastor, this position provides secretarial and office support to Calvary Baptist Church.

QUALIFICATIONS:

- Must have some experience working in an office environment.
- Must have strong communication, computer and organizational skills.
- Must be proficient in the use of MS Office software including Word, Excel, Publisher and PowerPoint.
- Must be ever conscious of the need for confidentiality, discretion and compassion.
- Must be a self-starter, good at multi-tasking and prioritizing projects.

RESPONSIBILITIES:

- Provide reception in receiving visitors, phone calls, mail, and e-mails.
- Generate and prepare weekly bulletins, weekly order of service, weekly e-mail updates.
- Type correspondence and other items for the Pastor as needed.
- Organize and maintain church files and church website.
- Responsible for communications including advertising events, web site, road sign.
- Oversee church calendar, make reservations and coordinate the use of church facilities.
- Provide support to various ministries and respond to various demands.
- Record minutes once per month at the Management Team meetings.
- Record minutes approximately three times per year at the Congregational meetings.
- Inform the janitor of events, set up and cleaning needs.
- Purchase and maintain all office supplies.
- Other duties as assigned.

Please e-mail a resume and cover letter including a narrative response to essential requirements of the position on or before 6/3/2016 to office@calvarybc.ca. For any questions or further information, you may e-mail us or call the office at 250-246-9121.

