

FIRST AVE CHILLIWACK

MINISTRY: OPERATIONS

ROLE: OFFICE ADMINISTRATOR

REPORT TO: LEAD PASTOR

PURPOSE OF ROLE:

The success of ministry is heavily dependent on the quality and success of the “administration” of ministry (**ad**ministry). The Office Administrator would act as the point person and lead contact with people connecting to various facets of the church as well as the hub of administrative activity and communication for the church.

STRUCTURE OF ROLE:

The Office Administrator (“**OA**”) would be available in the office on weekdays and be responsible to oversee incoming and outgoing general communication of First Ave and its ministries, programs, and activities. The OA would also work in tandem with paid and non-paid staff to assist wherever possible in the administration of ministries, programs, events, and activities. The OA would be the most likely person to be contacted to bridge others to the best person to serve them (including the OA).

EXPECTATIONS OF ROLE

Develop

- Develop and maintain in conjunction with the Lead Pastor procedures and protocols to effectively manage the administrative needs of the church
- Assist the Lead Pastor (or designate) in creating, monitoring, and maintaining a system within our online database (Planning Centre) to assist people at First Ave in their relational, spiritual, and/or missional development
- Develop in conjunction with the Lead Pastor an effective way of communicating with others internally and externally; online and in house.

Delegate

- When necessary or possible, facilitate and supervise any administrative projects, tasks and/or needs with volunteers and/or applicable staff.
- Ensure the most accurate and up-to-date information is displayed on our website and/or Facebook church pages

Do

- Be the first face / voice / contact with those reaching the office during the week.
- Monitor, maintain, and be familiar with the operation of all office equipment used by staff and volunteers (ie: copier, debit machine, phone system, etc).
- Manage and administrate and be familiar with systems used internally and online for data management and volunteer scheduling (ex: Planning Center, Google Calendar, Google Drive, Canva, Slack, Zoom, etc)
- Oversee the management of all office and custodial supplies
- Record proper maintenance needs and schedule the proper personnel to repair / replace the issues
- Be the first line of contact with the custodial staff as to needs, rentals, worksheets, and/or communication
- Process all incoming and outgoing communication (mail, email, etc)
- Maintain proper records of addresses, membership statuses, and/or volunteer background checks
- Assist the bookkeeper in the receiving, receipting, and recording of funds. This may include assisting in counting offerings on a weekly basis, recording monthly credit card expenses, as well as annual tax receipts.
- Create the annual AGM report
- Schedule and monitor routine inspections, tests and cleanings
- Monitor and ensure proper facility care contracts are in order (lawn cutting, snow removal, etc)
- Administrate proper tracking and distribution of access keys and codes
- Book facility rooms for staff, events and/or ministries
- Conduct and maintain proper staff minutes

KEY BENEFICIAL SKILLS:

- Computer proficiency will be necessary with various platforms and programs:
 - Key platform examples (not exclusive): PC, Mac,
 - Key software examples (not exclusive): MS Office Suite, Keynote, Pages, Numbers
 - Key web-based examples (not exclusive): Canva, Pro-Presenter, Planning Centre Online, CRA, Online banking, Google Suite, Slack
- Able to organize time, routines, tasks and projects around flexible ministry needs
- Attention to detail on existing and needed systems and procedures
- Excellent documentation skills needed for meetings and/or project management
- Exceptional interpersonal / communication skills

OTHER REQUIREMENTS / TRAINING NECESSARY:

- Obtain and maintain a valid police background check
 - Attend weekly staff meetings
 - Attend any necessary volunteer training
 - Promote the vision and missions of First Ave
 - Be available as a resource on Sundays in the event something may need attention
 - Minister in a cooperative and collegial fashion with the other members of First Ave
 - Set an example for others with integrity and loyalty to the staff and congregation
 - Keep confidence and maintain the trustworthiness of all matters shared and/or heard at the church. This includes, but is not limited to, matters shared from / about people from First Ave or beyond.
 - Maintain a strong spiritual life through prayer, devotions, and preparation for his/her responsibilities. She/he shall also maintain a strong marriage / family life (if applicable).
 - To fully agree with, uphold, and be subject to the Constitution and Bylaws.
 - To aim to live a life that honours God, his/her family, and the church body of First Ave.
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VACATION / LEAVE

- As per First Ave's current applicable policies and procedures

HEALTH BENEFITS

- As per First Ave's current applicable policies and procedures

PAOC PENSION

- As per First Ave's current applicable policies and procedures

COMPENSATION

- **Start Date:** Currently vacant. Now available.
- **Salary:** \$20/hr for **35 hours per week** (Note: Salaries are determined and dependent on experience and/or benefit to First Ave). Staff evaluation and possible merit increases are reviewed annually.
- **HOURS:**
 - **Monday - Friday:** 8:30am - 4:30pm (with an hour lunch from 12:00pm - 1:00pm)
 - Note: If other time is periodically required to carry out duties (ex: AGM) lieu time may be requested and granted as per First Ave's policies and procedures.