

ADMINISTRATIVE ASSISTANT

POSITION DESCRIPTION

Preamble

Lutheran Church of the Cross is a progressive, Queer-affirming, active congregation located at the crossroads of Cedar Hill Road and Cedar Hill Cross Road. Mindful of the diversity of our neighbourhoods, we seek to embody and proclaim the love of Jesus Christ for all.

Summary

We are inviting applications for an Administrative Assistant to join our team. The successful candidate will:

- provide efficient and organized administration for a busy office,
- produce required church documents,
- communicate effectively with others,
- be proficient in a variety of computer software tools and web-based applications, and
- work collaboratively with other staff and volunteers.

Qualifications

1. Related post-secondary education, equivalent training, and/or related experience.
2. Ability to utilize applications including Microsoft Office, social media, MailChimp, and proficient in producing electronic and print-ready communications.
3. Experience in a faith community with liturgical worship is an asset.

Areas of Responsibility

1. Serve as a welcoming “first contact” in the church office.
2. Produce weekly worship and newsletter materials under the supervision of the pastors.
3. Regular updating of website.
4. Manage the master “calendar of events” and monthly calendar for in-person and Zoom meetings.
5. Manage facility rentals and contracts.
6. Edit and publish the Annual Report and other reports and publications as needed.
7. Maintain statistics and records.
8. Assist with correspondence.
9. Manage Interac e-transfers and payment of approved expenses.
10. Maintain financial data base, provide quarterly statements and annual donation receipts.
11. Maintain office files and supplies.
12. Serve as a resource to Council, Boards, Committees, and other groups in the congregation.
13. Other responsibilities as assigned by Church Council or pastors.

Expectations required in the following areas:

1. Communications
 - Provides a welcoming and professional presence in face to face and telephone conversations.
 - Displays proficiency and accuracy in printed and electronic information sharing.
 - Supports the mission of the Church.
2. Organization and Co-ordination
 - Excellent organizational skills with attention to detail.
 - Maintenance of congregational information, parish and financial records, and office.
 - Coordination of the calendar of events.
 - Training and co-ordination of office volunteers.
3. Independence, collaboration, and support
 - Ability to work independently.
 - Ability to work effectively with others in a collaborative and supportive environment.
 - Maintains healthy boundaries and confidentiality.
 - Supports other staff and volunteers wherever possible.

Salary/ Benefits

Salary range: \$22 – 25/hour

Hours of Work

25 hours per week

9am – 3pm, Monday to Thursday

Benefits

Health and Dental after 3-month probation

Vacation 6%

Supervision and Support

The Administrative Assistant works with the pastors, staff and volunteers, with pastors serving as the immediate supervisor. Vacation scheduling is planned in conjunction with the pastors.

The Executive Committee of Church Council will:

1. Conduct a probationary and annual performance evaluation in consultation with pastors.
2. Review key areas of responsibility.
3. Provide support as requested.
4. Recommend to Church Council salary and benefits changes.

Resumes may be forwarded to Lutheran Church of the Cross by June 8th, 2023 at lutheranchurchofthecross@shaw.ca

Revised: May 2023