

OFFICE ADMINISTRATOR

James North Baptist Church (JNBC) is a vibrant, multi-ethnic church located in the North End of Hamilton. Our mission is to “Love God Wholeheartedly, Love Others Sacrificially, and Make Disciples Intentionally.”

The Office Administrator will oversee the efficient running of the church office, be responsible for the church communication strategy, and assist the Lead and Associate Pastor with administrative support.

Scope:

The Office Administrator ensures the smooth and efficient operation of the church office. This role supports the pastoral and ministry staff, maintains records, manages communication systems, and often serves as the first point of contact for visitors and callers.

Details of Role:

Hours: 37.5 per week

Salary Range: \$50,000-\$60,000 based on experience and skillset

Responsibilities:

Office Duties

- 1) Be available to welcome visitors to James North during office hours.
- 2) Respond to incoming correspondence.
- 3) Manage the systems that are in place within the ministry structure.
- 4) Maintain the church calendars.
- 5) Order office and janitorial supplies.
- 6) Coordinate room bookings, events, and ministry schedules.
- 7) Oversee building access and key distribution.

Communication Duties

- 1) Oversee the creation and implantation of a Communications Strategy for James North, in cooperation with volunteers from the congregation.
- 2) Create Event Graphics for the James North Notice and Sunday announcements.
- 3) Write and send out the James North Notice on Fridays.
- 4) Maintain the content of the church website and social channels with the help of church volunteers.

Executive Assistant Duties

- 1) Work with the Lead and Associate Pastors to manage the administrative tasks that come with their roles. This would include, but not limited to, maintaining scheduling for various teams.
- 2) Support the pastoral staff as they progress on various initiatives.

General Duties

- 1) Take and maintain the Minutes of our called church business meetings.
- 2) Maintain North End Landing Internal Housing List.
- 3) Administrate the Christmas Hampers ministry in cooperation with the Associate Pastor.

Skills & Qualifications:

- 1) Has 3-5 years experience working in a church office environment and/or completed an office administration program.
- 2) Organized and detail-oriented with strong time management.
- 3) Proficient in office software (Word, Excel, Google Workspace, etc.).
- 4) Able to maintain confidentiality and exhibit discretion.
- 5) Friendly, hospitable, and mission-minded.
- 6) Familiarity with church life and rhythms is a plus.

Personal:

- 1) Maintain a growing spiritual life characterized by personal Bible study, prayer, worship, fellowship, and by having a mentor to walk alongside them.
- 2) Maintain a healthy personal, social, and family life.

Authority:

The Office Administrator will report directly to the Lead Pastor.

Requirements:

- 1) Work as a team player with pastoral staff, ministry volunteers, and the Board of Elders.
- 2) Strong communication and organization skills.
- 3) Be in alignment with and support the By-laws and Statement of Faith of James North Baptist Church.
- 4) The candidate must be a member of, or be willing to become a member of, James North Baptist Church.
- 5) Is self-disciplined, proactive and takes initiative in their work.
- 6) Is legally permitted to work in Canada.

If you are interested in applying for this position, please email a cover letter and resume to Dave Gray at dave@jamesnorth.church