

Job Description**Gloucester Church Administrative Assistant****October 7, 2025**

Position Title: Administrative Assistant
Reports to: Minister and Session
Location: Gloucester Presbyterian Church, Ottawa, ON
Employment Type: Part-time (20–24 hours per week)
Term: Ongoing (subject to performance and operational needs)

Our Mission

We are learning to love and follow Jesus,
& to bless our neighbours.

Our Vision

We seek to grow in faith by:

- Reading and living out the Bible Message
- Praying to God: the Father, Son, & Holy Spirit
- Serving our neighbours, near and far, in Jesus' name

Job Purpose

The Administrative Assistant is responsible for managing the daily operations of the church office and supporting the overall ministry of Gloucester Presbyterian Church. This role ensures effective communication, administrative efficiency, and smooth coordination of church activities, worship services, pastoral care, and neighbourhood relations.

By maintaining confidentiality and fostering collaboration with church leadership, staff, and volunteers, the Administrative Assistant plays an integral role in advancing the church's mission. As part of Gloucester Church's ministry team, the Administrative Assistant seeks to express and demonstrate a growing faith in Jesus Christ and undertakes the work for God's glory.

Key Accountabilities**Administration & Office Support**

- Serve as the first point of contact for the church office, responding to inquiries with tact and discretion.
- Maintain congregational databases, membership/adherent lists, directories, and email lists.
- Prepare and publish weekly bulletins, projection slides, posters, invitations, and the annual church report.
- Manage office equipment, supplies, and purchases.
- Coordinate use of church facilities, agreements, and key distribution.
- Provide bookkeeping support, including staff payroll, payments, and monthly reconciliations in collaboration with the treasurer.

Pastoral Care Support

- Ensure all pastoral and sensitive church matters remain confidential.
- Coordinate volunteers to maintain Sunday worship rosters, including Sunday School support materials.

Worship Support

- Dedicate 4–8 hours weekly to the preparation of worship bulletins and slides.
- Work closely with the Minister to prepare for smooth delivery of Sunday services.

Reporting & Recordkeeping

- Submit monthly timesheets and mileage reports.
- Track office-related expenditures in alignment with church budgets.

Leadership & Accountability

- Accountable to the Minister and Session.
- Expected to work independently while collaborating with church staff and volunteers.
- Participate in staff meetings and maintain effective communication with the Minister and Session.
- Conduct all activity in ways that support Gloucester Church's Mission and Vision.

Qualifications**Experience, Knowledge, Skills & Abilities**

- Demonstrated faith in the Lord Jesus Christ and commitment to Christian service and values.
- Demonstrated experience in administration, office management, and bookkeeping.
- Proficiency in Microsoft Office Suite and Bookkeeping Software.
- Strong organizational, communication, and time management skills.
- Ability to maintain confidentiality and exercise discretion.
- Self-motivated, reliable, and able to work both independently and collaboratively.
- Fluency in French is an asset.

Education:

- Post Secondary Education or equivalent relevant work experience required.

Other Requirements

- Regular office hours: Tuesday–Friday, 9:00 a.m.–3:00 p.m. (20–24 hours weekly).
- Occasional email monitoring and errands required outside of office hours.
- Vulnerable sector police check is required before work commences.

References

- Three professional references required.

Compensation & Benefits

- Hourly compensation based on experience.
- Vacation pay: 4% (increasing to 6% after a set period).
- Mileage reimbursement: \$0.45/km for approved errands.
- Statutory deductions for CPP and EI.
- Not eligible for Presbyterian Church in Canada pension or insurance plans.

Apply:

Send your cover-letter and resumé to:

officegpchurch@gmail.com

Subject line: Administrative Assistant Position

Attn.: Elders Sharon Guerrier or Olive O'May

For more information about Gloucester Church:

Website: <http://gloucesterchurch.com>

Office phone: 613-737-3820

Mailing Address: 91 Pike Street Ottawa ON K1T 3J6