



Campbell River United Church
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JOB DESCRIPTION

Job Title	Office Administrator
Accountable to	Church council through the Ministry and Personnel Committee; daily/weekly supervision and guidance provided by the Campbell River United Church minister.

Job Purpose

The Office administrator is important to the life and work of the church, and a vital connection to church activities. The position provides clerical support for the functioning of the church office and particularly to provide assistance and support to the minister. In addition, there is responsibility in assisting the church treasurer with financial records and transactions. They work as part of a team with Church Council, its committees, the minister, any other staff to encourage smooth coordination of church operations.

Duties and Responsibilities

- Greets all visitors to the office in a professional and friendly manner
- Prepares, produces and sets up the weekly Order of Service and PowerPoint presentation for worship, in coordination with the worship leader.
- Sorts, distributes and sends out incoming and outgoing correspondence
- Ensures bill payment, and bookkeeping records are completed and maintained, in coordination with the church treasurer
- Maintains church directories, records, lists, and files for church membership, and adherents
- Maintains schedules church functions, activities, and rentals; issues and records distribution of keys; manages rental records
- Maintains the church calendar and regularly updates the website.
- Compiles the church's annual and other required reports.
- Orders office supplies as needed

Qualifications

- High school diploma with secondary training or equivalent experience in administrative studies
- Minimum of two years previous administrative experience
- Demonstrated experience and skills in computer programs- word processing, spreadsheets and PowerPoint software
- Conversant in normal office practices and operation of office equipment (photocopier, projector)
- Strong verbal and written communication skills, including effective interpersonal interaction with all members of the congregation, staff, visitors and other users of the building (e.g. renters)

- Ability to recognize sensitive situations, including maintaining confidentiality
- Bookkeeping and records management skills
- Effective at setting priorities and managing and organizing time to meet deadlines
- A clean Police Information Check for the vulnerable sector (PIC-VS)

Hours of Work

- The work week for the Office Administrator is 16 hours per week, normally spread over 3 days Monday to Friday. Specific office hours will be confirmed in consultation with the minister and the Ministry and Personnel committee.
- The annual vacation allowance is 4 weeks

Pay rate

- Rate of pay is \$30 per hour plus benefits prescribed by the United Church of Canada.

Approved by:	<i>L. McCullagh</i>
Date Approved:	<i>Jan 28/2026</i>
Reviewed:	<i>January, 2026</i>