

Job Description: Assistant Office Administrator

The successful candidate must have a valid Social Insurance Number (SIN). This position is part-time, 20 hours per week for about ten weeks between mid-June and the end of August 2026.

Job Description – Assistant Office Administrator

POSITION TITLE

Assistant Office Administrator (AOA)

REPORTING TO:

This position reports to the Minister

DUTIES & RESPONSIBILITIES

The Assistant Office Administrator (AOA) is a position responsible for efficiently and effectively managing the church office during the summer months. They perform various administrative tasks working closely with the Minister and other church leaders and volunteers. This is a key member of our ministry team, who offers essential support to the ongoing work of the congregation. This position interacts with the wider community as well. There are several important aspects to the work - Administrative, Financial, Worship, Online and Building Management.

Administrative: Perform basic office duties - greet the congregants and members of the public, photocopying, open and distribute mail, maintain church calendar, prepare and distribute weekly email announcements, coordinate use of building space by community groups such as the local Food Bank, and liaise with the Minister and families requiring memorial/funeral, baptism or wedding services.

Financial: Any invoices received are passed along to the Treasurer. Receive, record and write receipts for donations that come to the office.

Worship: The AOA would help with key elements of Services including: create PowerPoint slides or video content; assist in creating a draft copy of worship for the minister or worship leader and musician(s). Photocopy and assemble final copies for the congregation and choir.

Online: Attend Worship Services on Sunday and assist volunteers with technology related to the broadcast on Youtube. Ensure successful loading of Youtube and Google Drive files.

Building Management: Perform a morning walkabout to check that previous day's users left the building in a clean condition, and that thermostats are turned down, lights off, etc. Check the Incident Report Log and report any problems to the appropriate person. In consultation with "Doers", arrange for onsite work to be performed by qualified tradespeople.

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SKILLS REQUIRED

Good interpersonal skills for working with a wide cross-section of people.

Able to meet the public and handle potentially awkward situations with grace and compassion (family dealing with grief; displaced peoples, people in need).

This job requires basic understanding of standard office procedures, including computer systems (WORD, EXCEL, POWERPOINT, GOOGLE SUITE) and photocopy equipment.

Ability to assess difficult situations and figure out who to call for assistance; able to handle several tasks at once and plan them out so conflicts can be identified and resolved; show an interest in learning new skills and technologies.

EDUCATION

Gr 12 Graduation (or equivalent); excellent communication skills in English: verbal, written, telephone and electronic. Must be able to read/write cursive script.

Training or experience in common office technologies (computer, printing, telephone, email, etc.)

EXPERIENCE

Knowledge of live streaming on YOUTUBE would be an asset.

Experience in a customer service setting would be helpful.

A basic knowledge and understanding of the traditions and history of the United Church of Canada would be an asset.

EXPECTATIONS

The job is mostly performed under normal office conditions - sitting at a desk, using computer, printer, copier, or phone. As receptionist duties are a key part of the job, the incumbent opens and closes the office, usually weekdays; and is present to greet people in person when in the office.

Successful applicant is required to work four hours on Sundays from 9am to 1 pm to assist with sound, slides or video during Worship Services. The remaining hours are weekdays, arranged by mutual agreement with the Minister. There may also be opportunities to work during special services (funerals, memorials or celebration of life). A 30-minute paid meal break should be taken onsite - timing is at incumbent's discretion.

The job requires the incumbent be able to hear to answer the phone, and to be able to walk anywhere inside including upstairs and outside the building (to check all doors when locking up). Incumbent may be required to lift 15-20 lbs. (to load paper into the photocopier, or to move Thrift donations to maintain access to church doors or hallways). Occasionally minor housekeeping may be required. For example: use a vacuum cleaner, a floor mop, sweep the walk or water outside plants if the summer is hot/dry. When congregational Work Parties are organized – such as gardening, painting, tidying the site or assisting during Camp Spirit - the incumbent may be asked to assist with organizing and facilitating the event.

The successful candidate is required to produce a current Criminal Check. (To be arranged in conjunction with Trinity United and the local RCMP detachment. Some fees may be eligible for reimbursement.)