

**Phone:** 604-531-2979

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**Worship:** 2756 127<sup>th</sup> Street, Surrey, BC V4A 6L5

**Website:** [peninsulaunited.com](http://peninsulaunited.com)

**Minister:** Major (ret'd) the Rev. Jim Short

**Office:** 15639 24<sup>th</sup> Avenue, Surrey, BC V4A 2J6

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## Administrative Operations Manager - Job Description

**Hours:** Full-time (Monday to Friday; 35 hours/week)

**Term:** Maternity Leave coverage (18 months)

**Salary:** \$30-35/hour

**Benefits:** United Church of Canada benefits after three months

We are seeking a highly organized and dynamic Administration Manager to oversee daily office operations and ensure the smooth functioning of administrative processes. Accountable to the Strategic Leadership Council of Peninsula United Church, the Administrative Operations Manager is responsible for the day to day operation of the church's administrative, rental, communications and technology systems to ensure the efficient operations of the church. This position operates with a high degree of autonomy and confidentiality.

### Key Responsibilities:

- Supervise and equip administrative and custodial staff, assign tasks and responsibilities, evaluate performance, and provide clerical support as needed, including reception, correspondence, purchasing, weekly worship bulletins and worship aids.
- Manage confidential congregational data and records; administer and edit weekly newsletters, forms, church directory, policy manual updates.
- Coordinate church communication activities, ensuring maintenance of the church website and social media pages; maintain the church's Google Business Profile.
- Maintain organized filing systems both digitally and physically for easy retrieval of documents
- Manage the use of church property by external groups, including scheduling, negotiating contracts for ongoing users and one-time rentals, staffing, according to church policy; trouble shoots issues relating to rentals.
- Attend regular Council meetings and other meetings as required, assist the Council Secretary in preparing Council reports, agendas, minutes.
- Handle human resources responsibilities such as onboarding, training & development, and employee records management.
- Implement policies for office safety, confidentiality, and operational efficiency.
- Provide support for special projects related to office improvements or organizational initiatives.

### Competencies:

- Effective oral and written communication with excellent phone etiquette and communication skills;
- Effective leadership qualities with the ability to train, supervise and evaluate administrative and custodial staff and foster team collaboration;
- Ability to plan, prioritize and execute multiple priorities in a logical and efficient manner in a fast-paced environment;

- Exceptional organizational skills with attention to detail and pro-active problem solving abilities;
- Proficiency in Microsoft Office or Google Workspace, databases, websites and social media, experience in or ability to learn software programs, ie. Constant Contact, Canva, etc;
- Extensive office experience with clerical tasks such as filing, data entry, and document management;
- Experience with vendor management and contract negotiations.

**How to Apply:** Interested candidates should submit their resume and cover letter explaining their relevant experience to [hr@peninsulaunited.com](mailto:hr@peninsulaunited.com). Peninsula United Church is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.