



Job Description – Administrative Assistant & Receptionist

Employer	Anglican Diocese of New Westminster
Hours	Full-Time (37.5 hours / week), indefinite term
Remuneration	\$24 - \$26/hour + benefits
Reports to	Executive Archdeacon

About the Diocese of New Westminster

The Diocese is the encompassing body for the Anglican churches across the Lower Mainland. It is dedicated to serving the spiritual and missional needs of its diverse parishes and members. Committed to ardent worship, congregational vitality, and the pursuit of justice, the Administrative Assistant & Receptionist helps provide excellent administration of diocesan resources and creates a welcoming atmosphere for the Synod Office.

Position Summary

The Administrative Assistant and Receptionist is responsible for providing members and guests with a hospitable reception to the Synod Office. The position works collegially as part of the Synod Office staff in the Diocese of New Westminster assisting in many areas of common life, particularly administrative support for the various departments and selected ministries of the diocese.

Key Responsibilities

1. Receptionist

- Provide a hospitable welcome to the Synod Office of the Diocese.
- Greet all who enter the reception area, acknowledging their presence.
- Offer coffee / tea hospitality to visitors of the Synod Office,
- Serve as the first point of contact at the Synod Office: answer enquiries or direct guests to staff or resources that can provide answers to their questions.
- Manage and maintain the reception area, coffee room, main kitchen, and the ordering and replenishment of supplies.
- Manage room bookings at 1410 Nanton Avenue and coordinate the Building Manager setup of meeting/conference spaces.
- Communicate with tenants and renters to keep them informed about requirements and building access
- Manage access to the building, locking and unlocking the main door at the appropriate time.

2. Administrative Assistant

To work collegially as part of the Synod Office staff in the Diocese of New Westminster offering assistance in many areas of common life.

- Provide in-office support to ensure Synod Office staff can effectively perform their roles. This includes: monitoring and ordering office supplies, coordinating courier services and managing incoming and outgoing mail.
- Provide administrative support to Synod Office staff when requested and when able to do so in balance with other work priorities.
- Offer technical support to staff, acting as first point of contact for computer issues and day-to-day primary contact with the Synod Office's contracted IT technical support.
- Manage and make changes to office e-mail system.
- Manage and make changes to phone system.
- Assist the Communications Manager with maintenance and updating of the diocesan website as requested.
- Maintain current contact information in the Diocesan Database.
- Coordinate the Christmas Card distribution list and collect staff greetings/signatures on cards.

3. Ministry Support

Provide administrative support for selected ministries of the diocese including the Bishop's Office, the Standing Committee on Mission and Ministry Development, the Standing Committee on Finance and Property.

- Ensure various committees and task forces are equipped to successfully do their work by working with Committee chairs / Leadership team staff on projects such as: grant application intake, monthly Synod Office Staff Meetings, arranging meetings and ensuring materials are completed, compiled and distributed. Undertake relevant, timely communications with committee members. Provide appropriate assistance during meetings and, where required, take and circulate minutes.
- Assist in the administration of the Diocesan Synod (currently held on a bi-annual basis) including production of the Synod Circular, and the oversight of production and distribution of materials before and during the Synod.
- Coordinate and administrate other important events in the life of the diocese as required. This may include the bi-annual Mission Conference, the annual Warden and Treasurer's Workshop, Diocesan Council, the Finance and Property Committee and other ad-hoc groups and task forces.
- Update diocesan documentation including manuals, brochures and certificates as often as required.
- Arrange Diocesan Council meetings (in consultation with the Executive Archdeacon) and Standing Committee meetings (in consultation with Directors of Finance and Property & Mission and Ministry Development) and act as administrative support to Council and its processes

- Distribute email polls for Diocesan Council (as directed by the Executive Archdeacon as chair of the Agenda Committee), and for any Standing Committees, and produce subsequent minutes reflecting results of email polls
- Other duties as may arise from time to time

Qualifications

Education and Experience

- Undergraduate degree or equivalent courses or experience.

Skills, Abilities, Specialized Knowledge and other Experience

- Hospitable in-person manner and professional appearance
- Professional telephone demeanor
- Excellent English communication skills both verbal and written.
- High competency in computer skills including both hardware and software including Word, Excel, Sharepoint.
- Excellent organizational skills and attention to detail.
- Expert in maintaining confidentiality.
- Skill in managing time-sensitive material.
- Extensive knowledge of the Anglican Church of Canada and its structures is an asset.

Working conditions and Hours of Work

- Standard office conditions are the norm.
- This position is fully on-site (no remote work option).
- Office includes standard work station and equipment supplied including telephone, computer, internet, photocopier, software.
- Standard Office Hours are the norm (8:30am – 4:30pm) - 30 minutes, unpaid, lunch.

Physical requirements

- Standard office conditions: Primarily a sedentary position. Light lifting of supplies and materials required from time to time.

Ways of Working or Working Standards

- The Administrative Assistant & Receptionist is required to remain current on Criminal Records Check – Vulnerable Sector, as well as Diocesan Dismantling Racism Training and Sexual Misconduct Prevention Training, and the Synod Office Standards.
- Collaborative team environment working with Synod Staff, clergy, and lay leaders.
- This position is often privy to sensitive material. Absolute discretion, adherence to privacy rules and confidentiality are working standards.
- This position reports to the Executive Archdeacon