

Nelson United Church

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Nelson United Church JOB DESCRIPTION CHURCH OFFICE ADMINISTRATOR Permanent Part-time

Job Summary:

Under the general direction of the Ministry & Personnel Committee and as part of the Ministerial Team, responsible for providing reception, administrative support, office management, volunteer management, rental management, and building maintenance coordination.

Job Responsibilities:

- 1. Provide a receptionist service, receive and process oral, telephone or written requests for information by:**
 - a. Directing visitors and telephone inquiries to appropriate area; in absence of the Minister, provide initial intervention by referring to appropriate resource.
 - b. Recognizing people who may be under emotional stress, confused, anxious, angry or difficult and obtain immediate assistance for them, if required.
 - c. Maintaining answering machine – including changing the outgoing messages as necessary depending on church events.
 - d. Informing Minister regarding any benevolent requests and pastoral care requests.
 - e. Ensuring confidentiality at all times.

- 2. Perform administrative functions by:**
 - a. Typing letters, power points, forms, minutes, statistical reports and proofreading related projects.
 - b. Composing letters and typing replies to inquiries on own initiative or from general instructions.
 - c. Assembling and preparing and printing announcements/calendar from various sources.
 - d. Opening and circulating incoming mail; preparing and posting out-going mail; checking e-mail on a regular basis.
 - e. Operating office equipment and arranging for servicing and renewal when required.
 - f. Maintaining a functional and up-to-date filing system.
 - g. Maintaining current membership list, up-to-date prayer list, transfers of membership, and official records of baptisms, weddings, funerals, in consultation with the Minister.
 - h. Carrying out duties as directed relating to Nelson United Church scholarships (advertising, contacting Trustees for cheques, distribution of cheques to recipients, and completing CRA documentation).

3. Provide general administrative support to Ministers, staff and church members by:

- a. Making necessary arrangements for meetings, funerals, weddings, as requested by Minister.
- b. E-mailing weekly prayer information to the prayer writer.
- c. Supporting Church committees as appropriate.
- d. Gathering all relevant information for the Annual Report, newsletters, publicity, etc. and supporting their development.
- e. Scheduling church facilities, janitor, and organist as required for various events, such as weddings, funerals, etc.
- f. Providing technology support to staff, as needed.
- g. Providing support to maintenance of church's website (minor editing, etc.).
- h. Being a member of the Admin Team.

4. Support financial operations of the church by:

- a. Liaising with the volunteer Donations Secretary, bookkeeper, and Treasurer.
- b. Reviewing and submitting all staff timesheets to bookkeeper.
- c. Tracking staff leave entitlements.
- d. Gathering and forwarding relevant mail and information to bookkeeper.
- e. Performing bank deposits and sending reconciliation to bookkeeper.
- f. Sending relevant rental and insurance information to bookkeeper.
- g. Arranging for and ensuring all insurance requirements are in place, in collaboration with the Treasurer.
- h. Coordinating information required for the annual United Church of Canada statistical form with the bookkeeper and relevant others, and ensuring that this report is submitted in a timely manner.
- i. Maintaining a petty cash account and benevolent account.

5. Perform volunteer coordination functions by:

- a. Coordinating volunteer involvement, including assisting with recruitment, training, supervision, and recognition, and police record checks.
- b. Maintaining up-to-date volunteer list.
- c. Being a member of the Nomination Team that assists with nominations for elected congregation positions.

6. Perform rental management and coordinate building maintenance by:

- a. Scheduling with annual renters and preparing lease or rental agreements for signing.
- b. Booking rentals into various rooms of the church, including ensuring all paperwork, fees, and user liability insurance are received.
- c. Showing room(s) to potential renters and arranging for church Event Managers or technical assistance, as needed.
- d. Sending user liability insurance reports to the insurance company every 4 months.
- e. Scheduling regular building maintenance such as snow removal, roofers, gutter cleaning, air source heat pumps, janitor, etc.
- f. Working collaboratively with the Building Team to plan annual maintenance and resolve unforeseen maintenance items.

7. Perform other related office administrative duties from time to time.

QUALIFICATIONS

EDUCATION, EXPERIENCE AND/OR ACHIEVEMENTS

A minimum of two years' general office and administrative experience.

A minimum of two years' computer experience using Microsoft Word applications.

SKILLS, ABILITIES, COMPETENCIES REQUIRED

- Keyboard skills of at least 50 w.p.m.
- Proficient in Microsoft 365 and PowerPoint
- Excellent knowledge of business English and routine office practices and procedures
- Excellent time management and organizational skills
- Ability to work independently and also in a team environment
- Ability to coordinate and support volunteers
- Proven ability to communicate effectively both verbally and in writing, to meet and deal with the public and congregation in a professional manner exercising courtesy, discretion, confidentiality and tact
- Able to meet deadlines and follow instructions
- Ability to operate related office equipment
- Able to work within the policies of Nelson United Church and The United Church of Canada
- Physically able to do the job
- Satisfactory Police Record Check

COMPENSATION

This permanent part-time position is 16 hours per week to include Monday to Thursday mornings, 8:30 — 12:00 (office hours). We offer a competitive salary commensurate to experience and after three months employment, benefit entitlements as mandated by The United Church of Canada.

CLOSING DATE FOR APPLICATIONS Friday, April 8, 2022

Position starts April 25, 2022

SUBMIT APPLICATION AND RESUME TO:

Jody Dudley, Ministry & Personnel Committee
Nelson United Church
dudley@mac.com