

Office Administrator Job Description St. Andrew's United Church

Title

Office Administrator

Direct Supervisor

Ministry Personnel of St. Andrew's

Oversight of all staff positions is provided by the Church Council's Ministry and Personnel Committee.

Summary

The Office Administrator is responsible for a variety of duties related to the activities of St. Andrew's United Church. Primarily these include: serving as receptionist and providing administrative support to the ministry personnel and Church Treasurer.

Core Competencies

- Ability to work with and encourage volunteers
- Ability to work with the ministry team
- Good communication skills
- Ability to problem solve
- Technological competence
- Ethics, integrity, and confidence keeping

Job Duties

- Respond to telephone, e-mail and in-person inquiries from church members and adherents, and members of the wider community.
- Present a positive and professional image of the church to all visitors.
- Refer all inquiries to the appropriate individuals or committees within the church.
- Take and record telephone, e-mail and written messages for staff members.
- Maintain the church office in a tidy and presentable manner.
- Order and maintain office supplies.
- Accept and note shipments received.

- Work with the ministry staff to prepare and print Sunday bulletins and other worship material. Work with our volunteer editor to prepare and print the weekly *Together* newsheet. Prepare monthly calendars to be posted in the church and submitted to our webmaster for publication on the church website.
- In consultation with the ministry staff, send a weekly congregational email and periodic newsletters informing the congregation about church activities.
- Prepare sign-board at Algonquin Avenue entrance and maintain letter-box.
- Provide service information to *The Nugget* for Saturday's paper.
- Attend staff meetings.
- Receive donations and issue receipts.
- Check and correct tellers' reports and post offerings in the *Church Watch* program and print reports.
- Prepare and make bank deposits.
- Import PAR donations into *Church Watch* and maintain PAR listings.
- Maintain *Church Watch* database by adding or deleting people from church lists and updating addresses.
- Print tax receipts and givings statements as instructed by the Finance Committee.
- Order and track donation envelopes.
- Maintain petty cash with accuracy and proper receipting.
- E-mail *Loaves and Fishes* food bank order.
- Maintain up-to-date church records and files.
- Prepare our reports and statements as required.
- Where necessary, assist in the compilation of data for church reports.
- Arrange and book meetings as directed by Ministry staff and the Building Use Committee.
- Respond as directed to affect rentals, fire alarm testing, health inspections, piano and organ tuning and any other scheduling needed for church maintenance.

Requirements

- Good computer skills – familiarity with *Microsoft Word, Excel* and *Outlook*
- Proficiency with office equipment such as photocopiers.
- Good command of English language.
- Good teamwork skills.