

Church Administrator

Parkdale United Church (Calgary) is looking for a self-motivated individual with excellent communication skills and attention to detail to serve as our administrator. As a member of the ministry team, you will be a primary face of the church, providing an essential link to the broader community. You will be responsible for the organization and operation of the church office. You will support the work of the church, demonstrate initiative, provide leadership, and solve problems relating to the needs of the congregation, ministry personnel and staff, and other church users. You will work collaboratively with other members of the ministry team for the greater good of the congregation.

Specific duties include:

- Staffing the office Monday to Friday
- Responding to or directing church inquiries (phone, mail, e-mail, and in person) to appropriate members of the ministry team
- Managing appointments for other staff as required
- Organizing and managing office supplies and equipment
- Organizing and communicating with church volunteers
- Providing computer support to ministry personnel and church committees
- Preparing church bulletins, newsletters, annual reports, and special announcements
- Updating church website
- Preparing media screens for Sunday services
- Coordinating booking of church facilities, including invoicing and receipt of payments

Requirements:

- High school diploma or equivalent
- At least 2 years experience as an office administrator
- Strong computer skills (Microsoft Office, Excel, e-mail)
- Willingness to train on and work with Power Church software (financial software)
- Excellent communication and interpersonal skills
- Ability to listen and respond to requests with discretion, tact, patience, and confidentiality
- Attention to detail

Hours of work:

- Office hours are 9:00 am – 3:30 pm Monday to Thursday; 8:30 am – 12:30 pm on Fridays; reduced hours in the summer (9:00 am – 12:00 pm Monday to Thursday)
- Occasional flexibility is required to meet deadlines

Interested individuals should send a resume and cover letter to parkdaleuc@telus.net by April 29, 2018.