



Job Title: Office Administrator

Purpose:

The role of the office administrator is to ensure that the church office is organized and running efficiently with all tasks completed accurately and on time.

Duties and Responsibilities:

It is understood that the position is mainly two-fold: assisting the pastor, and overseeing and facilitating church communications.

General Functions:

- 1) Maintain the orderly running of the church office:
 - a) Answer the phone and pick up messages.
 - b) Maintain supplies (order and pick-up as needed).
 - c) Arrange for repairs of office equipment as required.
 - d) Pick up, sort, and prioritize mail.
 - e) File documents and papers, as needed.

Administrative Functions:

- 1) Prepare material for worship service:
 - a) Prepare bulletins and inserts.
 - b) Prepare and/or assist with preparation of Sunday slides.
- 2) Website administration.
- 3) Email:
 - a) Respond to queries.
 - b) Forward as needed.
 - c) Prepare and send out Prayer Chain/congregation-wide emails, as needed.
- 4) Assist Pastor as needed:
 - a) Complete typing and mailing as required.
 - b) Prepare meeting agendas.
- 5) Prepare General correspondence as requested by the Elders or Pastor.
- 6) Maintain the Church Directory as directed by the Elders.
- 7) Prepare the Annual Report for the Annual General Business meeting:
 - a) Prepare the agenda as directed by the Elders.
 - b) Gather all the required reports.
 - c) Print, collate and staple.
- 8) Book Events into the church calendar:
 - a) Maintain an activity calendar of events. All events planned by ministry teams are to be booked through the office administrator.
- 9) Maintain the church office computer:
 - a) Keep software up to date.

- b) Keep regular system backups.
- 10) Information Monitor (Welcome Center TV, Bulletin Board, etc.)
 - a) Oversee postings to the bulletin board, welcome center TV, Sunday PowerPoint announcements, Facebook (social media). All postings are to go through the office administrator.
 - b) Assist with church sign when needed.
- 11) Notify Facilities Team of any building concerns:
 - a) Pass along concerns from others.
 - b) Schedule access to church for service people as directed by the Pastor, Facilities Team, or Elders.
- 12) Communications in the Church Family:
 - a) To facilitate communication that will assist ministry of the church family.
- 13) Assist Ministry Teams:
 - a) On a priority basis or as directed by the Elders or Pastor.
- 14) Incorporation documentation:
 - a) Maintain Incorporation documents (includes membership records, by-laws, etc.)
 - b) Oversee yearly membership renewals.
 - c) File required documents with Corporations Canada (forms 4022 and 4006).
- 15) Maintain records, i.e. baptisms, deaths, controlled policies, as directed by Elders.

Accounting Functions:

- 1) Pick up the Bank Bag at the beginning of each week.
- 2) Check balance, copy count sheet and distribute accordingly to the Recorder and Bookkeeper.
- 3) Print and distribute e-transfer notices to the Recorder and Bookkeeper.
- 4) Print and distribute Canada Helps notices to the Bookkeeper.
- 5) Provide support to Recorder and Bookkeeper as needed.

Qualifications:

- 1) The candidate must have appropriate training and/or experience in secretarial and general office work:
 - a) Organizational and time management skills.
 - b) Excellent verbal and written communication skills.
 - c) Relationship skills – sensitivity to the needs of coworkers and others.
 - d) Computer skills – Microsoft Office (Word, PowerPoint), MailChimp, Zoom
- 2) The candidate should have certain interpersonal skills that include:
 - a) Task oriented and possesses a good degree of initiative, flexibility and skill.
 - b) A good Christian character.
 - c) Commitment to maintaining a pleasant and cheerful working environment.
- 3) The candidate must complete a criminal records check, and the training of the child safety policy.

Working Conditions:

- 1) The nature of this position requires the utmost discretion and a perfect understanding of the necessity of confidentiality to be maintained. Thus, all the information passing through the Office Administrator's hands is to be kept confidential. Since everything that leaves the church office is a reflection upon Wyoming Baptist Church and ultimately upon our Lord Jesus Christ, materials which will go to the public, to the congregation at large, or the permanent record, shall be done with excellence.
- 2) The position shall report to and be supervised by the Pastor and Elders. Goals and concerns will be reviewed as needed and the job will be reviewed annually.
- 3) A hybrid model of work will be offered as some work can be done from home. In-office is important to build relationships. The working hours can be flexible, up to 12 hours/week. Schedule is to be determined between administrator and supervisor.
- 4) This is a Wage position with an hourly rate. Time Sheets will need to be submitted for remuneration.