

Westney Height Baptist Church

Job Description: **Church Administrator**

Weekly hours: **20 - 25 hrs. weekly (Hybrid)**

Wage: Up to **\$25.00/Hr.**

Purpose:

- to support the church staff to allow them to be effective in their ministry roles;
- to service all persons who connect with Westney either in-person or virtually
- to prepare facilities for meetings or find volunteers to prepare facilities
- to create presentations and publications and content for social media

Reports to:

- Senior Pastor (directly)
- Ministry Leads (indirectly)

Qualifications:

- Demonstrated Spiritual gift of Administration
- Member in good standing with Westney Heights Baptist Church.
- Familiarity with general office/church procedures
- Previous work experience in an office or church environment preferred
- Highly computer literate with knowledge of Microsoft Office Suite and design software such as InDesign and Photoshop
- Must possess excellent organization skills, good interpersonal skills and maintain a high degree of confidentiality.
- Demonstrated ability to be curious, persistent, disciplined, work independently, helpful, and trustworthy
- Ability to handle stress and problem solve effectively
- Able to lift 30-40lbs.

Responsibilities:

- Greet incoming visitors and staff.
- Check phone messages and return calls as needed.
- Answer telephone calls and direct to appropriate staff member
- Check all Church email accounts daily and respond as required
- Social Media editor/co-ordinator
- Act as FaithLife coordinator
- Update Church website as needed/required
- Maintain office equipment, especially printer/photocopier
- Purchase office supplies, kitchen supplies, etc.

- Maintain/update the Church notice board
- Graphics design for church communications (Church Bulletin, Flyers, Posters, Cards etc)
- Change the church road sign weekly
- Manage & keep up-to-date the Church Directory
- Vendor/Contractor liaison (coordinate elevator inspection, photocopier maintenance, fire alarm testing, etc)
- Work with Facilities lead to co-ordinate building maintenance activities
- Prepare weekly Church Bulletin
- Manage, prepare and distribute weekly/monthly facilities use schedule
- Co-ordinate/prepare facilities for ministry and special events (eg. Food, chairs, etc.)
- Recruit volunteers to assist in facility/ministry event set-up/tear down
- Other duties as assigned by Senior Pastor

Please indicate your interest by sending an email to resume@westney.ca by August 5.