

## **Church Office Administrator**

**Location:** Emmanuel United Church, 691 Smyth Road, Ottawa, Ontario

**Status:** Permanent Part-Time, 30 hours/week

We are searching for an organized and welcoming person to be the Church Office Administrator at Emmanuel United Church in Ottawa. This position is central to our church life, providing administrative support to both staff and members of the church community, liaisons with the public and initial pastoral care to those in need.

### **Position Highlights**

- Provides support to Emmanuel United Church staff and congregation through a wide range of activities such as word processing, managing mail, receiving visitors and phone calls, maintaining the stock of office and other supplies, and co-ordinating the use of church facilities as well as many other administrative activities.
- Provides support to the financial life of Emmanuel United Church through balancing an office petty cash, logging all invoices and outgoing cheques, faxing wire transfer forms and other miscellaneous activities.
- Provides assistance to the Pastoral Care team by providing initial Pastoral Care to persons in need and by helping with funeral and memorial service arrangements.

### **Experience**

- Knowledge of administrative practices and experience in a busy office environment. Previous experience in an administrative role, particularly in a not-for-profit or a church organization is an asset.

### **Skills**

- Proficient in Microsoft tools, and ability to learn other software tools used at Emmanuel.
- Knowledge of the use of a photocopier
- Ability to work independently and take initiative.
- Strong communication and interpersonal skills are essential to facilitate a good working relationship with other members of the staff team, the congregation and the public.
- Strong organizational and time management skills with the ability to multitask.
- Knowledge of the elements of Pastoral Care obtained by taking a Pastoral Care Course, or the willingness to take such a course.
- Proficiency in English writing and speaking.

### **Personal Characteristics**

- Ability to maintain confidentiality and be discrete.
- The ability to offer warm and welcoming interactions.

This is a 30 hour/week, on-site position.

A pension and benefits package is provided through the United Church of Canada after a three-month probationary period.

A vulnerable sector Police Check is required for this position.

Apply with a cover letter and resume to [emmoffice@bellnet.ca](mailto:emmoffice@bellnet.ca).

General information about Emmanuel United Church can be found at <https://emmanuelunited.ca/>