



455 Geneva Street
St. Catharines ON L2N 2H2
905-934-3398
northendchurch.ca

Northend Church is actively seeking someone to fill the role of Office Administrator. We are looking for a gifted individual who will support the mission of the church through overseeing all administrative functions. This will include overseeing office systems, performing support tasks, and managing the front reception space. If you love the dynamic of a busy faith-based environment, working with a diversity of individuals, and supporting an energetic team, then you might be who we are looking for.

The role of Office Administrator requires a self-starter that has a broad skills portfolio including the ability to work compassionately with those who contact the office, IT savvy, publications design, and general office skills. A deep personal relationship with Jesus Christ is paramount and the ability to share this relationship with others is important, as they are often the first point of contact for people.

Complete Job Description is attached.

Please forward Cover Letter & Resume to office@northendchurch.ca attn: Pastor Mike Sherbino

Job Title: Office Administrator

Reports To: Lead Pastor

Start Date: May 26, 2021

General Responsibilities: The role of Office Administrator requires a self-starter that has a broad skills portfolio including the ability to work compassionately with those who contact the office, IT savvy, publications design, and general office skills. A deep personal relationship with Jesus Christ is paramount and the ability to share this relationship with others is important, as they are often the first point of contact for people.

Daily Tasks

- answering phone calls, emails, and in person requests
- providing administrative support for Pastoral staff, other staff, Life Groups, various ministries, congregants, and volunteers
- Supporting events including planning, registration, and on-site/online coordination
- scheduling meetings, renting church equipment and facilities, and enforcing church policies for facility use

Weekly Tasks

- Handling church communications and publications, creating and distributing newsletters and announcements
- Coordinate, attend, and minute weekly staff meetings

Ongoing Tasks

- Building and maintaining relationships with the congregation and community
- Coordinate/Recruit Volunteers: mainly Welcome Team and Facilities Management
- Overseeing church facility maintenance and operations
- Managing the office equipment, track/order supplies, and manage suppliers
- Updating content on the church website and helping to moderate social media accounts
- working with our bookkeeper in keeping track of invoices, bills, expenses, and giving

Computer/Communication/Other Programs used in this position:

Required: MailChimp, Planning Center, Facebook/Instagram, Canva, Google Docs/Sheets

Helpful: Adobe Suite (Photoshop, Acrobat, InDesign), WordPress, ProPresenter

Successful candidates will have:

- Post-secondary education
- Working knowledge of email, scheduling, spreadsheet, and presentation software
- Excellent English oral and written communication skills
- Time management skills allowing for self-directed work with limited supervision
- Able to provide leadership and delegation to a team
- Internet based research skills
- Able to maintain confidentiality regarding staff and congregation
- A person who has a personal faith in Jesus Christ and would be in agreement with the MB confession of faith
- Attending Northend Church regularly is required of the position

Assets

- Basic knowledge of Adobe Creative products (Acrobat DC, Photoshop, Illustrator, and InDesign)
- Event planning and management experience
- Experience creating content for social media, newsletters, and other publications

Other Information:

Hourly wage dependent on experience.

Typical work week:

Monday to Thursday from 8:00am - 4:00pm (some flexibility is built into this job)

This role is a full time role with an understanding that 3 hours of the work week will be on Sundays as our volunteer coordinator. On occasion there is an expectation that evening work will be required.

How to apply:

Interested applicants should send a resume and cover letter outlining how they meet the above criteria to office@northendchurch.ca

While we appreciate all those who apply, only candidates selected for an interview will be contacted.

Please note that the selected candidate will be required to provide a Police Record Check and Vulnerable Sector Screening.

