

PART TIME JOB OPPORTUNITY

Church Office Administrator

Milton, Ontario



REMUNERATION AND POSITION TYPE: Part time – 9 hours/week on average, \$21.00 per hr, 1 year contract - with possibility of becoming permanent part time position.

POSTING DATE: March 2024

THIS POSITION:

We are seeking a passionate and committed individual to join our team at Knox as our Part-Time Church Office Administrator. In this role, you will work closely with the Minister, Clerk of Session, Session Members and play a pivotal role in the administration of the church's activities and use of its facilities.

ESSENTIAL DUTIES:

- Provide administrative support to our Minister, Clerk of Session and Leadership teams to ensure Knox's congregation grows in its faith and its outreach into the community.
- In collaboration with the Minister & Session Leadership, rent the facility as per the rental policy.
- As required share information with congregational members, prospective renters and the public by responding to phone calls, emails and walk-ins.
- Prepare the Knox's weekly bulletin for Church Services.
- Maintain electronic and hard copy files, ensuring up to date accurate congregational records.
- Maintain an up-to-date calendar for all functions at Knox, both in house & external.
- Other duties as maybe required

ESSENTIAL RESPONSIBILITIES:

- Communicate effectively with Minister, clerk, staff, renters and volunteers to ensure an open inviting environment and to keep them informed about Knox activities.
- Assist small group initiatives within the congregation.
- Manage administrative tasks related to Knox's congregation, including record-keeping, communication, and volunteer coordination.
- Recommend annual operating and capital (facility planning) budgets to ensure the right provisioning of programs at Knox.

KNOWLEDGE, SKILLS, EDUCATION & EXPERIENCE:

- A committed Christian with a strong commitment to the Christian faith and a passion for ensuring Knox's administration is managed properly.
- Excellent communication and interpersonal skills, with the ability to connect with individuals of all ages and backgrounds.
- Computer knowledge – MS Office – word, publisher, excel, outlook etc.
- An innovative thinker, enthusiastic and able to work with minimal supervision.

- Strong organizational and administrative abilities, with attention to detail and the ability to manage multiple tasks effectively.
- Able to adapt to a flexible work schedule if required.
- Flexibility to adapt to changing priorities and work collaboratively within a team-oriented environment.
- Familiar/or willing to become familiar with the Presbyterian Church policy, history and beliefs.

Parameter:

- Office hours are generally Tuesday, Thursday and Friday from 9:00 a.m. to 12:00 p.m., however, the nature of the position may require mutually agreed upon weekend work from time to time.
- Work generally performed at Knox Presbyterian Church, 170 Main St. E., Milton, Ontario.

Please submit resume and covering letter to the attention of Knox Presbyterian Church:
Email – knox@knoxmilton.com OR drop off Mary St. Entrance Mail Box by April 19, 2024.

Please Note: We thank all applicants for their interest, however, only those invited for an interview will be contacted.