"One in Christ, Reaching Out to Many"

VAPC is committed to being an inclusive and diverse faith community.

We aspire to be a welcoming place for all people, regardless

of age, culture, religion, means, ability, ethnicity, gender or orientation.

We strive to be a safe place for all, and especially

for those who have not felt safe or welcome.

We seek to be an open place, where the community is

welcomed and where engagement with our neighbours is

a vital and dynamic part of our identity.

POSITION: **Office Administrator** SEPT 2022

Overview

 The role of Office Administrator at VAPC involves more than reception and administration. Our Office Administrator is our first point of contact with the community at large.

VAPC is currently in the process of initiating our vision and mission as a faith community engaged in the community around us. Our Office Administrator will be a liaison with the community. The Office Administrator will represent our values and our vision to the community at large. A commitment to openness, diversity and inclusivity will be essential.

As the church moves more fully into our vision, this role will involve increasing management of direct communications with community groups and positive, proactive interaction with groups and individuals in the community. The Office Administrator will assume a significant role in the strategic management and daily operations of our facilities. This will involve the oversight and management of rentals and community partnerships. Staying current and engaged with our evolving sense of vision and mission and maintaining clear communications with the ministry leadership and those representing the congregation’s governing bodies will be essential.

Our Office Administrator will need to be skilled in social media and digital marketing and will work closely with the communications team and ministry team to ensure consistency and relevancy in our messaging across various communications platforms and media. Practical operational skills in this area will be necessary.

POSITION: **Office Administrator at VAPC** SEPT 2022

**Varsity Acres Presbyterian Church**

HOURS: 15-20 hrs./week, possibly increasing as duties evolve

REPORTS TO: Minister

QUALIFICATIONS:

* Communication skills – both verbal and written
* Computer skills including word processing, spreadsheet, database, and publishing applications
* Skills in digital marketing/social media management/web design
* Ability to maintain strict confidentiality
* Time management skills with ability to set priorities
* Problem solving skills
* Demonstrating self direction and the ability to work as a part of a team
* Excellent organizational skills.

JOB SUMMARY:

* During office hours, acts as first point of contact with community and congregation demonstrating VAPC values and mission in all interactions
* Administrative support duties for the Minister as required
* Responsible for carrying out the administrative duties relating to the congregation
* Maintain clear and effective lines of communication
* Assist with the daily management and oversight of facilities

RELATIONSHIP TO PERSONNEL COMMITTEE:

 Meets with Personnel Committee representative on at least an annual basis as part of the staff review process

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DUTIES AND RESPONSIBILITIES:

A. **Office Management**

* Accurately and pleasantly direct messages received
* Order supplies as required

B. **Information management**

* Prepare media for weekly services and communications as needed
* Maintain accurate church database and church registries
* Provide support as required to all staff, Session, Committees, Board of Managers and congregation
* Coordinate communications and facility use
* Coordinate and prepare the Annual Report
* Provide support to the Envelop Secretary when requested

C. **Directing Needs, Requests and Visitors**

* Assist members/adherents/visitors who need pastoral care by directing the request appropriately
* Follow up with visitors by directing their information appropriately

D. **Bookkeeping & Financial Transactions**

* Responsible for daily bookkeeping and financial transactions under the supervision of the Treasurer

To Apply:

We welcome your application.

For more information or to submit a letter of interest and resume, please copy both of the email addresses below:

personnel@vapc.ca

minister@vapc.ca