

OFFICE ADMINISTRATOR

Full time position (days) Monday-Friday

New Life Community Church

This person must be strongly grounded in the Word of God, exercising faith and maturity in giving counsel, while evidencing a servant heart towards ministry. They must be committed to the vision of the church, and tenants of the PAOC faith. This person is self-motivated, possesses strong organizational, computer (Mac is preferred), multi-tasking, and problem-solving skills. Must be proficient in conflict resolution and reconciliation skills. Must demonstrate excellent relational skills. Able to work independently and as part of a team, with ability to maintain confidentiality; strong interpersonal and time management skills; excellent verbal and written communication skills; ability to work effectively in a changing environment; The Office Administrator will display initiative and servant leadership and excel in managing and prioritizing a diverse workload; must be able to demonstrate passion in providing effective and efficient supports, not only to the Operations and Ministry personnel but to the entire church. They require exemplary skill in working with people in stress related situations.

Tasks include:

Effective liaison in conjunction with staff, volunteers, business community and church community. Directly responsible to the Lead Pastor as well as representing him to others. Manage all phone and electronic communication on behalf of the church. Will manage paper and electronic files (in conjunction with the Bookkeeper), assisting Pastoral team in the day-to-day operation, overseeing supplies, business engagements, repairs etc., data entry, scanning, copying, filing, collating and assembling print materials, proofreading, editing and updating word processor documents, spreadsheets, web-pages, weekly emails, etc.

Requirements:

Approximately three (3) years related experience for the level of proficiency required. Related community college, diploma or courses an asset but not necessary. Human resources and ministry experience would also be an asset. A valid G driver's license and reliable transportation are required, as this maybe required for incidentals.

Application Deadline: August 22, 2022

Start Date: TBD

Apply via email or in writing with a cover letter and resume to:

Rev. Darryl Price (Lead Pastor)
c/o New Life Community Church
9281 Goreway Dr.
Brampton, ON L6P 0N5

Email: search@newlifebrampton.ca

No phone calls please. We thank all applicants for their interest however only those under consideration will be contacted.