

Elmira Pentecostal Assembly Office Administrator Job Description Hiring For Position – January 2024

This position is a vital administrative support for ministry at Elmira Pentecostal Assembly and reports to the Lead Pastor.

This is a *20 hour per week, onsite/in person* position and for a *One (1) year contract* basis.

Key Responsibilities

- Be the primary administrator of EPA's church management software ensuring the information is accurate and up to date.
- Support ministry by scheduling volunteers for various teams (e.g., Worship, First Impressions, Ushers, Communion, Children's Ministry, Student Ministry, etc.,)
- Prepare weekly church-wide communications and visuals for sermons, announcements, and special events.
- Prepare weekly worship set lists for worship teams.
- Support the administrative aspects of EPA's abuse prevention policy, ensuring appropriate record keeping is in place.
 - Support the Plan to Protect Committee (attend meetings, take minutes, coordinate follow-up items with volunteers).
 - Ensure attendance and screening records are completed and kept securely and in good order.
- Monitor inventory supplies and order office, washroom, and kitchen supplies.
- Be the liaison for church contracts (e.g., snow clearing, cleaning, garbage collection, photocopier, elevator lift, etc.), ensuring work is completed satisfactorily, obtaining quotes if needed, and providing recommendations to the board when contracts are up for renewal.
- Keep accurate membership records (membership lists, baptisms, weddings, deaths, baby dedications)
- Provide other administrative support (e.g., annual meeting, ordering food for events, managing general church email, etc.,)

Qualifications

- Diploma in office administration or equivalent.
- 2 years administrative experience in a church or similar role.
- Tech savvy – able to navigate and use a church management software to it's fullest capability.
- Marketing skills and ability to proficiently use various social media platforms.
- Proficient in online graphic design software such as Canva.
- Proficient in Microsoft Office, Google Suite (e.g., Google Docs, Microsoft Word, Excel, PowerPoint).
- Highly relational and a positive attitude.
- Effective communicator both verbally and in writing.

- Able to exercise good judgement with confidential information and prioritization of work.
- A positive ministry mindset with a heart to serve the church.

How to apply:

Please submit intent to apply for this position and resume to Rev. Greg Seiling at pastorgreg@elmiraassembly.com