

# OFFICE ADMINISTRATOR

Full-time position (days) Monday-Friday

## **New Life Community Church**

This person must be firmly grounded in the Word of God, exercising faith and maturity in giving counsel while evidencing a servant's heart towards ministry. They must be committed to the church's vision and tenets of the PAOC faith. This person is self-motivated and 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 the 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 demonstrate passion in providing effective and efficient support to the Operations and Ministry personnel and the entire church. They require exemplary skills in working with people in stress-related situations.

## **Tasks include:**

Effective liaison 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), assist the Pastoral team in the day-to-day operation, oversee 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 is required for the level of proficiency. Related community college, diplomas or courses are 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 may be required for incidentals.

**Application Deadline:** until the position is filled

Start Date: TBD

Apply via email (preferably) 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](mailto:search@newlifebrampton.ca)

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