

Job Title: Temporary Maternity Leave, Church Administrator

Company Name: Cedarview Church Paris

Location: 20 Cedar St, Paris, Ontario

Duration: Jul 29, 2024 - Sept 15 2025

Job Description:

Join our dynamic Church Leadership team, detail-oriented and organized Church Administrator! This position is on a temporary basis to cover for maternity leave. In this pivotal role, you'll oversee daily operations, manage office functions, and be the friendly face facilitating communication within our congregation and beyond.

Responsibilities:

- Streamline church operations and handle office duties.
- Collaborate with volunteers, assist where needed with church events, and keep calendars in sync.
- Process mail, field calls, and manage our church email.
- Provide a reliable and friendly point of contact for all who visit. email, or telephone the church.
- Prepare documents as requested (i.e. AGM documents, church directory etc)
- Ensure the safekeeping of confidential church documents through meticulous organization.
- Prepare weekly announcements (design, printing, assembly)
- Attend weekly staff meetings
- Updating regularly and responding to comments/questions on all social media platforms
- Manage facility rentals
- Coordinate with bookkeeper on administrative matters

Qualifications:

- Bring your proven experience in church administration or a similar role to our team.
- Superb organizational skills and ability for multitasking.
- Communicate with warmth and clarity, both verbally and in writing.
- Navigate office software and social media platforms
- Uphold confidentiality and exercise discretion with grace.
- Understand the ins and outs of church structure and operations.
- While not mandatory, a BSc degree in Business Administration or a related field is a plus.
- Excellent interpersonal and communication skills to interact effectively with church members, staff, and the public, fostering a warm and welcoming environment.
- Proficiency in microsoft office programs (word, excel, powerpoint, etc) canva, church social media platforms (youtube, facebook, instagram)
- Applicants must possess the ability to work with vulnerable populations and undergo a vulnerable sector check."

This temporary position, covering a maternity leave, begins July 29, 2024, and concludes on or around September 15, 2025. "Working hours are Monday through Thursday, with an additional 4 hours required each Sunday morning, totaling approximately 24 hours per week." Please send a resume to office@cedarviewchurch.com