

Administrative Assistant (Part Time)

Port Kells Church Job Posting - November 2017

Overview:

Port Kells Church, Surrey, BC is adding an Administrative Assistant to our team. This position will require someone who has excellent people skills, is highly organized and is committed to supporting the mission and ministries of the Port Kells Church.

If you feel that you meet the qualifications, please get in touch with us at council@portkellschurch.com - this position is open now and starts as soon as we can find the right person to lead this area of our ministry.

About Us:

Port Kells Church is a friendly non-denominational evangelical church located in Surrey, BC. Our vision is to be a multi-generational congregation, focused on growing in God's word and in God's love, sharing Christ with others. For more about who we are, check out our website: www.portkellschurch.com

Job Description

Qualifications

- Experience in administrative role and/or related education
- Proficiency in Microsoft Office (Word, Excel, PowerPoint)
- Proficiency with desktop publishing, Facebook, web page skill is an asset
- Excellent verbal communication and interpersonal skills
- A caring attitude, excellent people skills
- High integrity and the ability to exercise strict discretion and confidentiality
- Effective writing and editorial skills (proficient in English)
- Strong organizational skills
- Can work independently, but collaborates well with others
- Bookkeeping experience an asset (training will be provided)

Job Responsibilities

Reception

- Answer phone, mail, email and other enquiries
- Greet visitors warmly
- Direct messages and requests appropriately
- Keep regular hours at church
- Pick up mail daily and distribute

Publications

- Prepare and print the bulletin
- Print weekly children's material as needed
- Distribute order of service to musicians and participants in service
- Enter songs and service components in projection computer
- Compile and send out bi-weekly e-newsletter
- Work with Pastor and Council to compile Annual Report
- Annual Church directory

Correspondence

- Prepare and send correspondence as requested by Pastor
- Send meeting notices
- Send reminders and instructions to volunteers
- Send visitor letters
- Send appropriate thank you letters to donors, volunteers, etc

Record Keeping

- Maintain master calendar online and in lobby
- Maintain weekly attendance and offering records
- Maintain and update member/constituent addresses, birthday/anniversary list
- Maintain and update church officer and volunteer position list
- Work with Pastor and committee chairs to maintain permanent records of committee activities, minutes, membership, etc.

Bookkeeping

Under the direction of the Port Kells Treasurer, approximately 4 hours per week

- Posting transactions, reconcile expense reports, monitor and process invoices
- Prepare monthly and quarterly financial statements for Treasurer
- Other bookkeeping duties and tasks as assigned by Church Treasurer
- Training will be provided (if required)

Website, Facebook, Social media

- Keep calendar current
- Post announcements, meetings, events to website and FB
- Post photos of recent events on appropriate social media
- Upload and post sermons on website and social media
- Work with staff and other leaders to promote special programs and events

Other

- Organize and schedule appointments for Senior Pastor
- Keep Offices and Administrative area organized and clean
- Order office and ministry supplies as needed or requested
- Oversee and monitor photocopier and office equipment
- Provide support to committee chairs as requested
- Additional duties as designated by Pastor

Accountability

The Administrative Assistant will report to the Port Kells Council through the Senior Pastor. Days off, vacations, and any job-related problems are to be coordinated with the Senior Pastor..

Salary and Hours

This is a half-time position (20 hours per week) with a salary range commensurate with experience and education. There is a 90 day probationary period leading to a two year contract (with the option to renew.)

Must be available to work part-time Monday through Friday, availability to work on Sunday mornings would be an asset.