



St. Andrew's Presbyterian Church
Kitchener, Ontario

Position Available
Executive Assistant to the Minister / Office Manager

Position:

The position of **Executive Assistant to the Minister/Office Manager** provides high-level support to the Lead Minister in a wide range of activities, including administrative, operational, and ministerial responsibilities, while interacting with staff, the people of the congregation, and the community.

Nature and Scope:

The Executive Assistant role provides support to the Lead Minister on the many projects in which they are involved. This role is administrative in nature but also provides leadership and support to the current office staff and volunteers as someone with whom they can consult regarding issues and concerns, acting as a filter for the Lead Minister. The Office Manager role oversees and organizes all administrative and use of space activities within the church.

Functional Responsibilities:

1. Oversees the church office activities and provides day-to-day support and direction to office staff and volunteers with and/or responsibility for:
 - a) Reception and communications
 - b) Volunteer support
 - c) Key vendor relations
 - d) Visibility, awareness, and promotion
 - e) Archival and data/cloud management, as assigned
 - f) Computer hardware and software maintenance
 - g) Audio/visual preparation, as assigned
 - h) Social media, content creation, maintenance and development and brand management
 - i) Other duties as assigned.
2. Coordinates staff activity including leading the staff meeting, as needed; communicating with all staff; addressing conflict management as the primary contact; scheduling vacation coverage.
3. Coordinates/manages/oversees room bookings by being the primary contact for:
 - a) Life events such as weddings, baptisms, and funerals to ensure availability of suitable rooms are available on the day of the event and managing details, as necessary;
 - b) Internal and external room bookings, including tours of the building, and by handling all details of the rental agreement, such as costing, insurance, etc.;

- c) The custodial staff on the required set-up and staffing needs for upcoming events; and
 - d) The Bookkeeper for invoicing, as appropriate.
4. Maintains the monthly church calendar for all events and supports the Operational Council in the development of long-range planning with the annual calendar.
 5. Ensures administrative support for Planning Centre software is maintained and used in an effective manner (the software facilitates the congregation and program database).
 6. Co-manages the Lead Minister's schedule including booking appointments, arranging meetings, and handling correspondence.
 7. Oversees adherence to the communication plan, provides office staff with direction in determining priorities for communication, ensures all communication channels offer a consistent message, and oversees brand management.
 8. Supports and works with the ministry staff and those responsible for the streaming software to ensure all tasks pertaining to church services are completed in a timely and accurate manner.
 9. Supports the Volunteer Coordinator in their oversight of front desk volunteers.
 10. Oversees digital file maintenance to ensure files are maintained in an organized manner.
 11. Is the primary contact for computer tech support with authority to approve computer permissions, set up/changes/terminations of accounts.

Reports:

Direct reports include all office staff and volunteers, Bookkeeper, Digital Communications Coordinator and Lead Maintenance Custodian. In the absence of the Lead Minister, this position will also provide direction and support to all ministry staff. The Committees/Teams within the church provide consultation and support when appropriate for staff, recognizing ultimately it is the Session who has final authority.

Qualifications:

- Requires a love for people of all ages and life circumstances. This love is a reflection on how people are treated in their encounters with the church, and most especially in relation to the Lead Minister.
- Can work independently on routine and special projects/tasks from conception to completion and must be able to work under pressure at times to manage a wide variety of activities and confidential matters with absolute trust and discretion.
- Is creative, enthusiastic, compassionate and enjoys working within a dynamic, engaging, inclusive environment that is mission driven and people oriented.
- Can exercise good judgment in a variety of situations, with outstanding written and verbal communication, administrative, social media, and organizational skills, as well as the ability to maintain a realistic balance among multiple and ever-changing priorities.
- Is familiar with and affirms St. Andrew's reason for being as a Christian congregation of The Presbyterian Church in Canada, and therein and outwardly support its life and ministry.
- Is familiar with, sensitive to and affirms the theology, practice, mission, and strategic goals of St. Andrew's with specific reference to our inclusive stance with respect to the LGBTQI2S+ community, and thereby outwardly support its life and ministry.
- Has leadership and supervisory experience.

- Can work with others including staff members, subordinates, superiors, and volunteer leaders with the church.
- Has strong computer skills and experience working with MS Office (Word, Excel, Outlook), database management, Google Drive and Canva with the ability and willingness to learn new software programs as necessary.
- Is legally able to work in Canada.
- Can provide an acceptable recent Police Records Check (Criminal Record and Judicial Matters Check)
- Has familiarity, understanding and respect for the functionality of a large, vibrant church.

Education Requirements:

Post secondary degree / diploma in a related discipline or equivalent experience.

Accountability and support:

The Executive Assistant/Office Manager will report to the Lead Minister with regards to job performance.

All ministries and jobs positions of St. Andrew's are conducted under the supervision of the Session of St. Andrew's Presbyterian Church, Kitchener, Ontario

Position Type: Salaried, Fulltime based on 35 hours per week

The duties described above are the general nature and level of work to be performed, but are not intended to be a complete comprehensive list of all the duties. The Session through the Human Resources Committee has the right to revise this position description.

Interested applicants:

Please forward a resume and cover letter to the Human Resources Committee at human.resources@standrewskw.com or by mail to HR Committee, St. Andrew's Presbyterian Church, 54 Queen Street North, Kitchener, ON N2H 2H2

For accommodations during the recruitment process, please call 519-578-4430