



St. Andrew's Presbyterian Church
Kitchener, Ontario

Position Available
Office Assistant
(Part-time – 15 hrs/wk)

The Position

This position provides administrative support to the Minister and other staff members, the Session and other groups within the church as well as the church membership and visitors.

Nature and Scope:

St. Andrew's is a large church with a significant television and online congregation and many others who view the church as theirs for services provided. This position is a part-time role of 15 hours per week and it is expected that the Office Assistant is available to work Monday to Friday from 10 am to 1 pm.

The Office Assistant supports and is supported by the office volunteers and reports to the Executive Assistant to the Lead Minister/ Office Manager.

Duties & Responsibilities:

1) General office administration including the following:

- Provide administrative support for St. Andrew's Session and Committees of Session and other members/committees who require support
- Assist Staff as needed with their duties in order to ensure that the church office/church community runs smoothly.
- Perform reception duties when a volunteer is not available.
- Access, attend to and distribute general email enquiries from office.coordinator@standrewskw.com
- Handle incoming mail and distribute as needed
- Maintenance of member database and church directory including updates of congregational information with assistance from volunteers
- Responsible for upkeep of marriage, baptismal and death records
- Manage Parking lot rental, contact for parking issues, assign parking spots, ensure monthly payment is received, maintain current parking list and wait list
- Assist with weekly updates and posting special events on the church website
- Coordinate the Ushers Schedule

- Order, track and distribution the Offering envelopes and update members' Giving/Envelope numbers, as needed
- Prepare anniversary/ birthday lists for Pastoral Care Minister
- Ordering Office supplies
- Main contact for computer, telephone and Canon support and other vendors
- Provide support to the Bookkeeper as needed

2) Weekly preparation for Sunday services with support from front desk volunteers:

- Service preparation in Planning Centre - Services including wording of hymns and Scripture verses and final proofreading, with assistance from volunteers
- Print service outline for ministry staff weekly from Planning Centre – Services
- Print and fold (with assistance from volunteers) the Sunday evening and any special services bulletins/inserts
- Send the ad to the Record newspaper
- Pick up and maintain office coffee supplies
- Prepare Bible for Sunday

3) Provide church administrative support including;

- Prepare Minister's email message with assistance from Digital Communications and direction from Executive Assistant
- Print the Wednesday noon hour concert program, with assistance from front desk volunteers
- Email digital copy of A-Spire and prepare labels for mailing list
- Prepare general mailings as needed
- Produce the Annual Report for the Annual Meeting including photocopying and assembling reports.
- Preparation of publications ie. tickets, posters, invitations, pictures, cards, etc. with assistance from Digital Communications
- Prepare Certificates (new member, elder Emeritus) with assistance by volunteers
- Provide administrative support for handling new or transferring members

4) Maintain Door Schedule and Keys

- Responsible for distribution of keys and fobs for access to the church as well as maintenance of the Brivo security system.
- Prepare Key Contract and assign Brivo fobs (as required) and building key(s), with assistance from the Head Custodian.
- Update Brivo system for fob numbers and assigned users, as needed.
- Update Brivo door schedule(s) as required based on church activity

Qualifications:

- Strong interpersonal and communication skills
- 5 + years office experience - experience within a church, school or nonprofit would be a definite asset
- Able to work effectively with volunteers
- Meet and assist members/visitors effectively
- Possess strong computer skills and experience working with MS Office (Word and Excel), database management, Google drives
- Some experience with updating websites
- Some experience with basic bookkeeping – experience with Simply Accounting an asset
- Proficiency in the use of office equipment
- Effectively plan and prioritize work
- Commitment to maintaining confidentiality
- Ability to work with others in a multiple staff environment
- Will take initiative to resolve issues, quick learner

Accountability and support:

The Office Assistant will report to the Executive Assistant to the Lead Minister/Office Manager 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.

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