



To know Christ and to make His love known.

Employment Opportunity:

Church Office Administrator

Arlington Woods Free Methodist Church
225 McClellan Road, Nepean, Ontario K2H 8N5
(613) 596-9390, www.arlingtonwoods.ca

Date Approved: June 2018

Reports To: Lead Pastor

Hours of Work: Projected 35hrs/week, Monday-Friday (excluding holidays)

Position Overview:

The Office Administrator plays a key role in the day to day life within the Christian office environment at Arlington Woods. This person is often the face and voice for those communicating with the church. This position provides administrative and clerical support in an efficient and organized manner; prioritizing work while interacting and communicating effectively with the public, volunteers, ministry leaders and Pastoral Staff.

This person is part of the Ministry team helping to deliver the church's vision and mission through their work and efforts. As such, this person must be able to demonstrate Christian and emotional maturity, strong interpersonal skills along with a high degree of integrity and confidentiality.

Ideally this person should have a strong sense of leadership and the ability to proactively manage the needs of the office, to identify office process improvements and to work collaboratively to facilitate change as required.

Core Duties and Responsibilities:

The Office Administrator contributes to the smooth running of the office by performing such duties as:

- Provide general office and telephone reception, following up as required
- Participate in weekly staff meetings, identify direction, ministry themes, formulate plans and identify issues/problems
- Keep the pastoral team briefed on all plans, problems, and other matters related to the specific areas of his/her work and while being respective of the church's overall life and ministry
- Proactively manage the various resources needed for upcoming church events to ensure all material documents, resources, contacts, facilities etc. are in place according to the desired timeline
- Manage sermon themes across the various media/communications to reinforce the desired theme and outcome
- Coordinate input, prepare and produce such material as the following ensuring availability as required:
-Weekly bulletin, including sermon notes

- Weekly announcement slides (may be published directly in Worship Software)*
 - Weekly sermon slides*
 - Annual reports for business meetings*
 - Modern promotional graphics, invitations, brochures, posters, flyers as required*
 - Training material and inserts as required*
- Assist with the weekly production of the worship slide deck for upcoming services using projection software (e.g. EasyWorship) in conjunction with Ministry Team and Worship Leaders
 - *Download multi-media and incorporate it into worship presentations*
 - Coordinate and track building usage and facility rentals
 - Coordinate and maintain attendance records for such things as worship services, small groups, training, Alpha etc. and follow-up as required: (see below)
 - *Identify trends, follow-up as required and identify potential issues to Pastoral staff*
 - *Reports as needed e.g. quarterly*
 - *Prepare the visitors' list and welcome letters each week*
 - Central calendar coordination across various groups e.g. worship, sound & AV teams, building use, ushering, Communion, coffee etc.
 - *Maintain centralize versions for staff use (preferably online)*
 - *Key is to help minimize burnout of volunteers or scheduling conflicts*
 - Post news worthy events on calendar, bulletins and forms as needed on the church website
 - Post updates and monitor social media on behalf of the church (e.g. Facebook, Twitter)
 - Miscellaneous other responsibilities:
 - *Order and purchase general office supplies*
 - *Assign church mailboxes as needed*
 - *Coordinate distributing newsletter, invitations and brochures through mailboxes in foyer*
 - *Miscellaneous copying, typing, and mailing as required*
 - *Take mail to mailbox daily and mail parcels as required*
 - *Printing training material and inserts as needed*
 - *Assist with preparation and maintenance of the church contact directory (Family Finder)*
 - *Distribute and maintain an official record of the minutes of the Official Board*
 - *Collaborate with and utilize volunteers to assist as needed with adjunct work to ensure timely delivery*

Education, Experience and Other Qualifications:

The Office Administrator must have secretarial/clerical training and related skills/work experience which would enable him/her to do the job required effectively.

The Office Administrator must also demonstrate the following skills:

- Ability to be proactive in managing the needs of the office
- Demonstrates ability to prioritize, manage workload, and utilize/delegate to volunteers as required
- Display strong Christian and emotional maturity
- Have excellent verbal and written communications skills
- Able to receive directions and carry out instructions

- Able to make appropriate decisions based on responsibilities
- Able to work independently yet recognize the importance of working within a team
- Able to maintain privacy and keep confidentiality as part of a sensitive work environment
- Manifest a pleasant personality, strong interpersonal skills and the ability to work with people of all ages
- Shall support the mission and ministries of Arlington Woods Church (see Our Beliefs)
- Ideally should be an attendee and/or member of an evangelical church in the Ottawa area

Education, Experience and Other Qualifications:

The Office Administrator must have the following skills:

- Excellent computer/technology skills with ability to learn, with minimal direction, new software and technology effectively
- Social media and multi-media skills with abilities to perform updates on such, including on church website as needed e.g. calendar updates, posting bulletins & message etc.
- Ability to create modern designs for slides and promotional graphics
- Ability and understanding of utilization and operation of databases
- High level of proficiency in Microsoft tools and Microsoft Office suite of products including: Word, Excel, PowerPoint & Publisher, Outlook
- High Proficiency in keyboarding skills and use of other office tools e.g. photocopiers

Applicants must provide the following information:

Current CV/Resume

List of references

*Please send your application to mike@arlingtonwoods.ca or mailed to
Arlington Woods Free Methodist Church, Attention: Pastor Mike Hogeboom
225 McClellan Road, Nepean, Ontario K2H 8N5*

Application Deadline: May 11th, 2018 - Arlington Woods Church reserves the right to contact and communicate with only applicants that are deemed qualified and warrant further follow-up.

Arlington Woods Free Methodist Church (Inc.)

225 McClellan Road, Nepean, Ontario K2H 8N5

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www.arlingtonwoods.ca

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