



To know Christ and to make His love known.

Employment Opportunity:

Office Administrator

OVERVIEW

Arlington Woods Free Methodist Church (AWFMC) is a faith-based, not-for-profit church organization located in the nation's capital, and associated with *The Free Methodist Church in Canada*™. Our mission is "to know Christ and to make His love known". We are interested in team members who demonstrate a commitment to following Jesus, and our mission.

PURPOSE OF POSITION

AWFMC is seeking to fill the full-time position of Office Administrator (35 hours per week, Monday to Friday excluding holidays). Reporting to the Lead Pastor, the Office Administrator plays a key role in the day-to-day life of the church office. This person is often the face and voice for those communicating with the church. The 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.

The Office Administrator is part of the Ministry team helping to deliver the church's vision and mission through their work and efforts. As such, the incumbent must be able to demonstrate Christian and emotional maturity, strong interpersonal skills, a thoughtful communicator, and possessing a high degree of integrity and confidentiality.

Remuneration will be calculated commensurate with education and experience.

KEY RESPONSIBILITIES

- Administrative support to pastoral staff including the management of correspondence, schedules, calendars, files, and content.
- Main point of contact for the church office and a primary player in connecting people to the appropriate church resource.
- Produce and manage all media content for electronic distribution, including graphics, and narrative as directed by the appropriate ministry leader. This includes managing the Church's Social Media messaging, and onsite screens.

EDUCATION AND EXPERIENCE

- Minimum of 1-2 years' experience as an Administrative Assistant or Office Administrator in a church or business environment.
- A college diploma in a related field is recommended. Extensive demonstrated experience can be substituted for education.

SKILLS AND KNOWLEDGE

- Excellent organizational and administrative skills with an ability to manage time effectively and to work well with competing demands, constant time pressures in a team environment.
- A self-starter with strong interpersonal skills and an at minimum, a working knowledge of multiple software, including the full suite of Microsoft Office (Word, Excel, PowerPoint, Publisher, Access, Outlook). Other software Google Drive, Adobe, MailChimp, Planning Centre, Easy Worship.
- Excellent computer/technology skills with the ability to learn new software with minimal coaching.
- Good social media, multi-media awareness and skills, with the ability to perform timely updates on multiple platforms.
- Working knowledge of digital conferencing platforms, such as Zoom, etc.
- A strong commitment to following Jesus, and to the mission of AWFMC (See the Beliefs section of our website.)

APPLICATION PROCEDURE

Interested applicants should submit a complete application (cover letter, résumé, and references) to AWFMC at hiring@arlingtonwoods.ca. The cover letter must provide concrete examples that illustrate how they meet the education, experience, skills, and knowledge.

AWFMC is committed to developing a work environment and recruitment processes that are inclusive and barrier-free. Please advise us if accommodation measures must be taken to enable you to apply and be assessed in a fair and equitable manner.

If contacted about this job posting, please advise us if you require any accommodations regarding the interview process.

DEADLINE

Applications must be received by **5:00 p.m. on Monday, July 11th, 2022.**

Arlington Woods Church reserves the right to contact and communicate with only applicants who are deemed qualified and warrant further follow-up.

Arlington Woods Free Methodist Church (Inc.)

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Associated with The Free Methodist Church in Canada TM