



LIVING HOPE CHRISTIAN REFORMED CHURCH ABBOTSFORD

"Growing in hope together through JESUS"

Office Administrator (30-40 hours per week)

Key skills, gifts, and experience to succeed in this role include:

- Disciple of Jesus Christ with strong character, integrity, and a commitment to growing in faith.
- Experience as an administrative assistant desirable.
- Exceptional ability to communicate effectively both verbally and in writing with a high level of accuracy and attention to detail.
- Tremendous initiative, critical thinking skills, and problem-solving capabilities.
- Pleasant and professional telephone skills.
- Strong organizational skills, and ability to prioritize tasks and multi-task.
- Capable of handling a wide range of responsibilities with minimal supervision.
- Ability to foster and maintain positive working relationships.
- Ability to work with team members who are not present in the office.
- Ability to handle sensitive and confidential information in a discreet and professional manner.
- Intermediate to advanced skills in Microsoft Office including MS Windows, MS Office, MS Publisher, Outlook, Excel, Word, PowerPoint.
- Familiarity with cloud-based storage is necessary.

WELCOME AND HOSPITALITY

- Provide general reception and hospitality with a servant heart.
- Maintain strong interpersonal skills as the first connection point for the public, and the main connection between the ministry staff, church leadership, volunteers, and the congregation.
- Maintain a positive spirit, always being flexible, adaptable, and gracious.
- Possess the ability to work well both independently and as a team member.

WORSHIP AND COMMUNICATION

- Perform all duties in keeping with the overall vision and mission of Living Hope as established by Council.
- Provide cohesive flow of information and communication for successful day to day operations of the church.
- Produce high quality and creative weekly and monthly publications: bulletins, newsletters, minutes, agendas, schedules, etc.
- Create Sunday song sheets, power point slides, etc.
- Maintain organized filing systems.
- Maintain all office machines and order office supplies.
- Coordinate volunteer schedules with the Worship Coordinator.

FELLOWSHIP AND DISCIPLESHIP

- Act as a positive ambassador for Living Hope church providing direction or information to those in the community in a positive appropriate manner.
- Maintain email Prayer Chain.
- Oversee the church website, Facebook page, and other social media sites
- Maintain accurate membership records and database.
- Keep annual Phone Directory up to date, facilitate Photo Directory as needed
- Update District Lists and distribute annually.
- Oversee church organizational items: member mailboxes, budget envelopes
- Order of material for various programs such as Sunday School, as requested.
- Help coordinate events with the Outreach Team such as Pizza / Movie nights, Campout, Harvest Party, and Movie in the Park.
- Utilize Church Community Builder (CCB) to organize membership information, volunteer schedules, and other key information available through CCB.

SERVICE AND MISSION

- Provide support to staff and ministry leaders.
- Assist pastors with scheduling of meetings and visits.
- Attend such events as Staff meetings, Congregational Meetings, and Leadership Retreats.
- Update and maintain all church volunteer schedules: nursery, hallway monitor, coffee, etc.
- Coordinate and oversee the church's main event schedule, including sacraments
- Assist in coordinating church events such as weddings, funerals, and special events.
- Monitor and assist with facility rentals on site, in coordination with the custodian.
- Provide Clerk and treasurer with photocopying, and any other preparation for congregational meetings.
- Oversee the filing and updates of church policies in cooperation with the Clerk.
- Oversee the church sign. Assist with advertising, as requested.

REPORTING STRUCTURE AND SUPPORT

- While fulfilling the objectives of his or her role, the Office Administrator (OA) will work in cooperation with other staff, council members, ministry leaders, and volunteers.
- The OA reports directly to the lead pastor, keeping him up to date regarding opportunities and concerns.
- The OA will keep the Church Council aware of his/her work, providing leadership in keeping with the overall vision and mission established by Council.
- Maintain a willingness to keep up to date in ministry skills and participate in at least one professional or personal development opportunity per year.
- Vacation: Two weeks paid vacation per annum.
- Church will provide office space and equipment as needed.

Position and Ministry Evaluation will take place annually.