

# St. Thomas Career Opportunity



## Office Administrator St. Thomas United Church

### THE POSITION

St. Thomas United Church is currently looking for an Office Administrator. Working as a conduit between committees, members, the public and ministers, the office administrator will play a key role in achieving the church's mission of Open Hands, Open Hearts and Open Minds.

This is a part time role of 32 hours per week, Monday to Friday.

\*\*In accordance with AHS guidelines our worship is currently online only. Some of the responsibilities of this role will need to be viewed with flexibility during the Covid-19 pandemic\*\*

### RESPONSIBILITIES

- Provide the first line of communication with everyone who telephones, emails or enters the church, during office hours. Greet all visitors and callers in a professional and friendly manner.
- Provide office support for ministers, other staff and committees on a regular basis and as the need arises.
- Maintain church database, records and files.
- Coordinate space usage and scheduling of activities in the church building.
- Prepare the annual report, church bulletins, weekly power point for worship services, e-mail announcements, newsletters, website updates and posters for internal events and advertising.
- Collect and distribute monies and cheques that flow through the church office.
- Prepare Sanctuary for Sunday Services.

### QUALIFICATIONS

- Good communication and interpersonal skills.
- Must maintain confidentiality regarding church information and abide by confidentiality agreement.
- Ability to work well with a diverse group of volunteers and staff and respond positively to changing priorities/requirements.
- Good organizational skills.
- Technically proficient, with strong working knowledge of Microsoft Office and comfortable learning new computer systems (example: Power Church).
- Ability to operate office equipment, such as copiers and fax machines.
- Ability to work well with many interruptions.
- Able to identify opportunity areas for improvement and efficiency in church procedures and practices and work with staff to implement changes where appropriate.
- Open to offering and receiving feedback.

### APPLY NOW

- If you are interested in this opportunity, please submit your resume to [St.ThomasJobs@Gmail.com](mailto:St.ThomasJobs@Gmail.com) by April 26, 2021.

## ABOUT OUR CHURCH

**WE ARE AN AFFIRMING MINISTRY....** We declare that St Thomas United Church is an Open and Affirming congregation. We believe that all people are sacred in the eyes of God, welcome at God's table, and entitled to full and equal participation in the life of the church.



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## CULTURE AND VALUES

- Affirming and Inclusive Attitude
- Understanding
- Integrity & Confidentiality
- Dependability & Accountability
- Teamwork & Trust

Our team of ministers, music directors, youth leaders and office administrator work together to conduct the work of the church with these values at the forefront.