

TUMC OFFICE ADMINISTRATOR Job Description

Purpose: To provide administrative and communication services for Toronto United Mennonite Church

Supervision: On a daily basis, the Office Administrator is supervised by the Pastor. The Office Administrator will be subject to a performance review by the Pastor, after the first three months of employment, followed by annual reviews thereafter.

Time: 18 hours per week, 4 hours per day Tuesday to Friday, and 2 flex hours to be used according to workflow peaks

Dress code: business casual

Overview: The Office Administrator is the information hub of the church. Organizational skills are important as the tasks of the Office Administrator are many and varied. Interpersonal skills are also important. The Office Administrator plays an important role as liaison between many church functions, and between TUMC and building partners. Finally, the Office Administrator needs attention to detail, including keeping watch that the physical building stays in good shape and is running well.

Needed skills:

- Organizational – ability to manage deadlines, triage many emails and requests, and keep on top of both small tasks and larger ones.
- Technical – capability in email, MS Word and Excel are required. Familiarity with website design, small networks and/or database management is an asset.
- Personal Initiative – getting information from others in the congregation; frequently working alone; identifying issues that arise and arranging to have them attended.
- Takes direction from pastor and various leaders in the congregation;
- Attention to detail – ensure records and information are correct, messages are returned, the physical space is neat; ensure posted information about TUMC is kept up-to-date
- Communication – able to compose announcements and correct others. Written and spoken English-language proficiency required.
- Familiarity with the Mennonite Church locally, regionally and nationally is a significant asset.

REGULAR DUTIES

1. Reception

- a. Read and respond to emails and paper mail, redirect appropriately
- b. Answer telephone when in office, update voicemail message; listen and respond to telephone messages
- c. Greet visitors who come in off the street: deliver local relief (grocery cards), work with MNLCT reception to cover taking deliveries, receive maintenance people, especially in times when no other receptionist is present
- d. On bulletin boards:
 - post recent minutes of meetings, letters, cards, posters or other pieces of information of interest to the congregation
 - keep the information on the boards current and neatly arranged
- e. maintain photo board of current TUMC attendees (includes requesting or taking pictures, posting, and labeling photos)
- f. help to coordinate delivery and pickup of charitable donations for Aurora House, MCC, and other TUMC projects

2. Administration

- a. Prepare, post, and file weekly bulletin, inserts and announcements (email, web and hard copy). This includes taking information from various email sources (prayer concerns from church members and larger church agencies, announcements from TUMC and other, larger church agencies). Submit drafts to pastor for approval
- b. Keep church website calendars up to date in consultation with the Pastor, post a hard copy of the calendar in the foyer with all TUMC events marked on it
- c. Order and maintain office supplies
- d. Manage the petty cash – use Excel spreadsheet to keep track of expenses. Save receipts for pertinent expenses: e.g. milk, grocery cards, tokens, Sunday rose for a birth, gift bags, Kleenex, batteries for mics, etc. When cash runs low, submit file to treasurer and request a new cheque for petty cash
- e. Manage subscriptions on behalf of the library and pastor
- f. Open and distribute mail
- g. Distribute magazines as appropriate. When library magazine rack is full, move older issues to storage bins and discard oldest issues in coordination with the Librarian.
- h. Make new nametags and file folders for people and remove old ones, as required
- a. Maintain attendance sheet for ushers and pastor
- i. Annually solicit updates and permissions for TUMC Directory, and publish a paper version.
- j. Submit church membership list to Canadian Mennonite for subscription purposes

3. Data Management

- a. Maintain TUMC database of members, adherents and children
- b. Update TUMC website (in coordination with TUMC's content manager):
 - Continuously: TUMC web calendar and TUMC Directory
 - Weekly: Announcements; Sermons; Worship Service Audio; This Sunday pages
 - Monthly or as requested: upload documents for Church Board or other Committees
 - Periodically: Various rosters (worship, ushers, coffee hour, activity period etc.) and changes in committee membership
- c. Maintain files:

- hardcopy material, including bulletins, announcements, inserts, newsletters and annual reports
- church board minutes (from Board secretary)
- membership records, deaths, baby dedications, marriages, baptisms, transfers, etc.
 - fill out necessary forms. If more are needed, order from Menno Media.
 - send births/deaths/baptisms announcements to Canadian Mennonite Milestones section
- ensure that there is regular backup of electronic files.

4. Property Management

- a. Keep the server, lobby and sanctuary tidy (restore coffee cups, chairs, hymnals to rightful places; pick up forgotten items; discard papers; water plants)
- b. Organize Lost and Found section
- c. Book space in 1774 Queen building calendar for all TUMC events and outside rental requests in coordination with MNLCT staff
- d. Attend Joint Management Committee (JMC) meetings
- e. Note issues in physical building in need of repair or attention (leaky toilet, dripping faucet, noisy fan, burnt out light bulbs, insufficient cleaning). Liaise with Property Committee Coordinator, MNLCT staff or JMC to arrange for repairs
- f. Other small but urgent duties related to property as required: opening sheds, moving furniture, adjusting thermostats, assisting TUMC people who cannot come on site

5. Committee/Volunteer support:

- a. Weekly:
 - send reminder emails, according to list on “Weekly Duties” document (Worship leaders, preachers, people on rosters, etc.)
 - purchase milk for use in coffee hour
- b. Periodically:
 - buy worship-related flowers— palm branches for Palm Sunday; carnations for Eternity Sunday; a rose at the birth of a child, etc and others as requested
 - photocopy and/or post materials to website
 - provide committee or board leaders with data on the congregation, as requested

6. Pastor support

- a. Record expenses for pastors; email expense spreadsheets to treasurer, and submit hardcopy with receipts at the end of the month
- b. Maintain a supply of grocery cards and subway tokens for local relief.
- c. Participate in local relief, as directed by Pastor
- d. Prepare coffee and purchase hospitality supplies for ministerial lunches or meetings hosted by TUMC, as directed.
- e. Send email reminders on behalf of Pastor
- f. Purchase food or care package items for pastor’s use in visitation gifts

7. Other duties at pastor’s discretion