

WANTED: OFFICE ADMINISTRATOR

The Toronto United Mennonite Church (TUMC) is seeking an experienced and confident office administrator to work with a staff of four and other congregational leaders to support our vibrant and varied ministries. The ideal candidate will learn to work with minimal coaching or supervision, sometimes alone in the office or working from home. They will have excellent computer skills and be organized, efficient, and sociable.

Beginning: February 8, 2022 (some flexibility)

Location: Toronto United Mennonite Church, 1774 Queen St. E., Toronto in the Beaches neighbourhood on the Queen streetcar line

Hours: 16 -18 hours per week with the possibility of working remotely at times. Hours and location negotiable.

Compensation: Negotiable depending on experience and skills. Not less than \$22/hour.

Apply: Please email your application containing one copy of your resume (try for 2 pages), a cover letter which highlights experience and skills germane to the job description, and the names and phone numbers of three professional references to Michele Rizoli, Pastor and Team Lead at mrizoli@tumc.ca

Job Description

Purpose: To provide administrative services for Toronto United Mennonite Church.

Supervision: The Office Administrator is supervised by the Team Lead. The Office Administrator will be subject to a performance review by the Team Lead after the first three months of employment, with annual reviews thereafter.

Time: 16-18 hours per week with the possibility of working remotely at times (all to be determined).

Dress code: business casual

Overview: **TUMC** is a Christian, faith-based organization that welcomes all persons, including members of LGBTQ2+ and BIPOC communities, into full participation. The Office Administrator will support the mission of the church. The Office Administrator is the information hub of the church and a

regular presence on the ground at the church building. Organizational skills, flexibility, and problem solving skills are important as the tasks are many and varied. Interpersonal skills are important, as are intercultural skills to work with our building partners.

Requirements:

- Administration experience, computer skills, personal maturity and confidence.
- Organizational – ability to manage deadlines, triage emails and requests, and keep track of the status of tasks related to the functioning of the church office and staff.
- Technical – capability in email, MS Word, Excel, Powerpoint, Wordpress, Google Docs and Google Drive, Zoom, Audacity (audio editing), Mailchimp, (or ability to learn new software) are required. Basic familiarity with website design, and database management.
- Personal Initiative (autonomy) – prioritizing and sharing information within the congregation; frequently working alone; identifying issues that arise and arranging to have them attended to.
- Able to take direction from the Team Lead, and other staff and pastors, as well leaders in the congregation, mainly the Board Chair and coordinators of committees.
- 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 – Written and spoken English-language proficiency required. Able to prioritize, compose, and edit announcements.
- Familiarity with the Mennonite Church locally, regionally, and nationally is welcome but not a requirement for hire.
- Interpersonal skills – able to communicate effectively and courteously with colleagues, church members, and the general public. Comfortable interacting with marginalized people who come to the church for assistance.
- Adherence to confidentiality of sensitive information.
- Required to abide by the safe church policy.

Regular Duties:

- 1) **Reception:** Handling mail, phones, returning calls, greet visitors, maintain bulletin and photo boards, coordinate pick-ups and deliveries

- 2) **Administration:** prepare and disseminate weekly bulletins, inserts, announcements; assist with the preparation of slide presentations; Ensure the website is organized and updated Manage office supplies, petty cash, subscriptions, and library acquisitions. As needed, create member name tags and mail folders and delete those no longer needed; Maintain online directory and a members directory; maintain hard and soft copies of church records, meeting minutes, financial documents, and the like.
- 3) **Property Care:** Keep the church tidy. Book events in the church calendar. Attend and perform administrative tasks for the building management committee (TUMC shares our building with two other organizations). Thoroughly inspect the building weekly, monitor evolving issues, and communicate observations to the Property Committee. Assist the Property Committee in arranging for repairs and maintenance and in communicating our rights and responsibilities as property owners.
- 4) **Committee/Volunteer support:** Send weekly reminder emails; Purchase supplies for use in coffee hour; Support the worship team in creating slides for upcoming worship services; Periodically buy worship-related flowers; Photocopy and/or post committee materials to website; Provide committee or board leaders with data on the congregation as requested.
- 5) **Pastor support:** Record expenses for Staff Team; Maintain a supply of grocery cards for local relief; Participate in local relief as determined by current practice; Prepare coffee and purchase hospitality supplies for ministerial lunches or meetings hosted by TUMC, as directed; Purchase food or care package items for pastor's use in visitations; Other occasional duties at pastors' discretion.