

## POSITION PROFILE - OFFICE ADMINISTRATOR

<b>JOB SUMMARY DESCRIPTION</b>	<p>Part of the leadership team at Westhill Park Baptist Church (WPBC), providing support to pastoral &amp; support staff and various ministries. The person in this job must have a caring attitude with the ability to be both empathic and detached since they will be exposed to many personal problems and hardships. A genuine and Biblical servant attitude is most important. This includes the ability to graciously handle unexpected/difficult situations and demanding people with a positive attitude. The person in this position is on the frontlines and is often the first person the public sees or talks to. In that sense, he/she becomes pastor and church to visitors or callers and must create an environment that is inviting to people passing through on a daily basis. For the church to do ministry in many areas, adequate support and administration for all the ministries is essential. For example, how this person handles the first contact with people in stress, grief or confusion can make a difference on how successful the church and its ministerial staff are in helping those in need.</p>
<b>WORK HOURS</b>	8:30 am – 5 pm, Monday – Friday
<b>HOURS/WEEK</b>	37.5 hours per week
<b>OVERTIME</b>	Occasional
<b>MAJOR TASKS &amp; RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provide admin support to Senior Pastor, pastoral staff, Board of Directors, various church committees and others as needed.</li> <li>2. Prepare printed bulletins for all church services.</li> <li>3. Maintain daily on-line and monthly paper calendars.</li> <li>4. Responsible for all facility bookings.</li> <li>5. Prepare weekly Sunday morning attendance records.</li> <li>6. Use various social media platforms to effectively communicate with Westhill community and neighbourhood.</li> <li>7. Prepare reports for the Annual Business and General meetings.</li> </ol>
<b>MINOR FUNCTIONS</b>	<ol style="list-style-type: none"> <li>1. Act as WPBC Church Clerk, maintaining official membership list and denominational reports.</li> <li>2. Act as the staff representative on the Risk Management Committee.</li> <li>3. Maintain current contact information and publish phone directories for both office and congregational use.</li> <li>4. Carry out any other assignments as directed by the Senior Pastor.</li> <li>5. Responsible for looking after church keys.</li> </ol> <p style="text-align: center;">* These lists are not all-inclusive but rather a sampling of the types of work and responsibilities intended for this position.</p>

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<b>SKILL REQUIREMENTS</b>	<ol style="list-style-type: none"> <li>1. Ability to work both independently and interdependently, as part of an integrated staff team.</li> <li>2. Ability to assume responsibility.</li> <li>3. Ability to prioritize assignments/tasks in a dynamically changing environment.</li> <li>4. Effective written and verbal communication skills.</li> <li>5. Ability and willingness to learn new tasks.</li> </ol>
<b>QUALIFICATIONS &amp; TRAINING</b>	<ol style="list-style-type: none"> <li>1. Grade 12 diploma.</li> <li>2. Post-secondary education preferred.</li> <li>3. Computer competency, including Word, Excel, Power Point &amp; Publisher.</li> <li>4. Must be actively following Christ.</li> <li>5. Endorse and support the Westhill Park Baptist Church <i>'Statement of Beliefs &amp; Practises'</i> as well as Westhill/CBWC Position of Marriage.</li> <li>6. Willing to sign and adhere to the WPBC Staff Covenant.</li> <li>7. Demonstrate proficiency in using various social media platforms.</li> <li>8. Willing to be familiar with, and adhere to, WPBC policies.</li> <li>9. Have an above-average working knowledge of WPBC.</li> </ol>
<b>PERSONAL CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>▪ Demonstrate a warm and inviting personality</li> <li>▪ People management skills</li> <li>▪ A team player</li> <li>▪ Flexible and adaptable</li> <li>▪ Able to work in an environment with many interruptions</li> <li>▪ Comfortable and confident working alone</li> </ul>
<b>PHYSICAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>▪ Capable of moving/lifting 10 kg.</li> <li>▪ Ability to climb stairs</li> </ul>
<b>DIRECT SUPERVISOR</b>	<p>Senior Pastor</p>
<b>EXPERIENCE</b>	<p>A minimum of 3 years of office experience.</p>
<b>WORK HOURS</b>	<p>8:30 am – 5 pm, Monday – Friday</p>
<b>HOURS/WEEK</b>	<p>37.5 hours per week</p>
<b>OVERTIME</b>	<p>Occasional</p>
<b>COMPENSATION &amp; BENEFITS</b>	<p>Wages commensurate with training and experience. WPBC Staff Hand Book lists details of other benefits.</p>
<b>WORK ENVIRONMENT</b>	<p>Indoor, scent-free.</p>
<b>SAFETY RESPONSIBILITIES</b>	<p>Be aware of, and adhere to, safe and ergonomic work practices; report issues/concerns to supervisor and/or Risk Management Committee</p>



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ADDITIONAL DETAILS	<ul style="list-style-type: none"><li>▪ Provide a minimum of 3 reference checks, two from your most recent/past employer and a professional or social acquaintance; the third reference from your current or previous pastor, if applicable.</li><li>▪ Successful applicant will need to submit a Criminal Record Check.</li></ul>
APPLICATION DEADLINE	January 15, 2020
HOW TO APPLY	Send cover letter and resume to Peggy Klassen at <a href="mailto:office@westhillchurch.ca">office@westhillchurch.ca</a>
ANITICIPATED START DATE	February 1, 2020