



PARKMINSTER UNITED CHURCH

*evolving • inclusive • nurturing spirituality
• connecting in community*

March 2025

Job Posting

Office Administrator

Parkminster United Church, Waterloo, Ontario

Permanent Part-time 25 hours per week with salary at \$25.00 per hour and benefits

Are you an organized self starter with a passion for helping others? Parkminster United Church (PUC) is looking for a dedicated Office Administrator to help ensure the smooth and efficient operation of our church office.

PUC is a theologically evolving community of faith inspired to embrace our future as we deepen our commitment to each other, nurture our spiritual vitality and growth, and live a life of loving influence in the world.

Summary of Responsibilities:

- Engage with congregation, Ministry team, staff, volunteers, and public to create a positive, welcoming environment.
- Work independently under the guidance of the Ministry and Personnel Committee and closely collaborate with Council Chair, Treasurer, and Committee Chairs.
- Answer phones, manage emails, greet visitors, and ensure supplies are well-stocked.
- Oversee records maintenance, storage, and statistical reporting.
- Prepare weekly bulletins and PowerPoint slides, and maintain digital communications such as the website, lobby TV and road sign.
- Assist church council with distributing minutes, leadership lists, and help maintain financial records.
- Support building security, room bookings, and facility administration
- Administer bookings for weddings, funerals, and related events, communicate with key stakeholders, and play a crucial role in ensuring that everything runs smoothly.
- Play an essential role in supporting the church's mission and operations in a dynamic, faith-based environment.

What will you bring to this role?

- We are seeking a highly organized and self-motivated individual with a Post Secondary diploma or degree in business administration or a related field, or five years' experience in an administrative role.

- The ideal candidate will possess strong problem-solving skills, excellent organizational skills, able to work independently and manage tasks without direct supervision.
- Proficiency in MS Word, Excel, and social media platforms is essential.
- A commitment to the inclusive theology of the United Church of Canada as expressed by PUC.
- Exceptional interpersonal and communication skills are a must, as the role involves working closely with staff, congregation members, volunteers, and visitors.
- The successful candidate will demonstrate professionalism, maintain confidentiality, and exhibit care and compassion in all relationships working in a dynamic multifaceted environment.
- An eagerness to learn and an ability to quickly acquire new skills are key attributes for this position.

How to apply

Please send your resumé and cover letter to jobs@parkuc.ca by **Monday, April 14, 2025**. See below for a detailed job description.

Only those candidates being offered an interview will be contacted. Employment is subject to a recent (within six months) criminal reference check and satisfactory references.

Parkminster United Church provides an inclusive and accessible work environment. Accommodations are available upon request for applicants with disabilities.

POSITION DESCRIPTION

POSITION: **OFFICE ADMINISTRATOR**
STATUS: **PART-TIME 25 HOURS**
REPORTING TO: **MINISTRY & PERSONNEL COMMITTEE**

GENERAL PURPOSE

The Office Administrator is tasked with ensuring the efficient operation of the church office, addressing the needs of the congregation, Ministry team, staff, volunteers, and the public in relation to Parkminster United Church (PUC) in a positive and professional manner. This role operates independently under the guidance of, and reports to the Ministry and Personnel Committee. It requires close collaboration with the Chair of Council, the Treasurer, and various Committee Chairs.

KEY RESPONSIBILITIES

General Duties

- Answer phones, respond to emails, and greet visitors professionally, directing inquiries as needed to the appropriate Ministry staff, lay personnel, and volunteers.
- Maintain office and church supplies, order within budget, and forward invoices to Finance.
- Ensure annual renewal of copyright licenses and report DVD/movie license usage to UCC.
- Report usage to CCLI re: songs printed in bulletin and screens for worship.
- Document, organize, and maintain proper storage and labeling of physical and electronic records including policies, procedures, minutes, publications, reports and vital events (deaths, baptisms, marriages).
- Complete the Annual Statistical Report for the UCC and prepare membership transfer letters.
- Prepare weekly bulletins and PowerPoint slides for worship services and meetings.
- Carry out all responsibilities in accordance with PUC and the United Church of Canada's policies and procedures.
- Follow Health and Safety policy and procedures.
- Provide additional support as assigned by the Ministry and Personnel Committee.

Council and Committee Support:

- Update and distribute church directories, leadership lists, and membership changes; prepare name tags, and maintain house group assignments and volunteer notifications.

- Distribute Council meeting minutes, committee minutes, and post relevant information in the church newsletter and website.

Communications and Digital Media

- Update and maintain communication materials (Lobby TV, Road sign, weekly emails, website, and occasionally social media).
- Coordinate and share information from United Church of Canada to appropriate individuals and groups.
- Maintain event calendar, promote PUC events, and ensure Council Meeting minutes and sermon content are posted.

Finance Support

- Administer financial records and transactions, including invoices, expense reimbursements, and credit card usage, in coordination with the Treasurer and Bookkeeper.
- Assist with processing PAR requests, tax receipts, Broadview subscriptions, and SOCAN fees.
- Maintain offering envelope records and support financial tasks as directed by the Ministry and Personnel Committee.

Weddings and Funerals (See Attached Appendix A)

- Administer bookings for weddings, funerals, and related events, while coordinating with families and funeral directors including communication and support.
- Prepare bulletins and provide memorial donation lists to the relevant parties.
- Adhere to the policies and procedures laid out for weddings and funerals.

Property

- Facilitate sign-out and return of keys and update FOB security lists online as instructed by the Property Committee, check system clocks, and ensure emergency contact lists are available at the front door.
- Initiate service requests for onsite equipment and services as directed by the Property Committee and maintain service records for maintenance.
- Facilitate rental agreements and maintain schedules.
- Relay building concerns to the Property Committee and handle as directed.

Bookings

- Provide information, tours, and coordinate with tenants and community groups.
- Handle room/facility bookings, set up Zoom meetings, and prepare contracts and invoices as needed.

Knowledge & Skills

- Post Secondary diploma or degree in business administration or a related field, or five years' experience in an administrative role
- Experience working in an office setting
- Strong organizational and problem solving skills and ability to prioritize tasks
- Self-starter with an ability to work independently and without direct supervision
- Excellent computer and online software skills with working knowledge of MS Word, Excel and social media platforms
- Ability to work within inclusive theology of the Church of Canada as lived out by this church
- Outstanding interpersonal and communication skills, collaborating positively with staff, congregation members, volunteers, visitors, and tenants
- Demonstrated professionalism and the ability to maintain confidentiality
- Demonstrates care and compassion in interpersonal relationships
- Eager to learn, takes initiative, and able to quickly acquire new skills and knowledge