

## **Job Title**

St. Paul's United Church Administrator / Community Outreach Coordinator

## **Job Summary**

The Administrator / Community Outreach Coordinator is the first point of contact for the public and for St Paul's members, adherents and visitors. It is imperative this position be welcoming, caring and resourceful in building connections within St Paul's and the community.

## **General Responsibility**

To provide administrative support to St. Paul's, the Official Board, Committee Chairs and the congregation. To coordinate outreach on behalf of St. Paul's into the community of Warkworth and surrounding areas.

## **Skills Required**

- Strong organizational skills
- Proficient written and oral communication skills
- Able to attend to administrative details independently while exercising good judgment in keeping stakeholders adequately informed (Official Board, Committee Chairs and Treasurer)
- Able to exercise discretion in handling confidential personal and financial information
- Able to work and communicate well with multiple constituent groups and individuals
- Able to meet internal and external deadlines on a weekly, monthly and annual basis
- Able to safeguard all resources of the Church

## **Qualifications Required**

- Administrative experience managing the day-to-day operations of an office, including responsibility for deposit and disbursement transactions.
- Proficiency using Windows Operating Systems and Microsoft suite of products (including Word, Excel, PowerPoint)
- Experience with social media
- Position dependent on completion of a satisfactory police check

## **Tasks**

### **A. Administrative Tasks**

- Retrieve mail and respond to incoming calls, emails and other correspondence
- Coordinate and monitor all rentals and bookings (ensuring no double bookings, completing and filing rental agreements, monitoring compliance with rental agreements and collecting rental amounts)
- Process bank deposits and issue cheques/e-Transfers in accordance with receipts and disbursements procedures and in close consultation with the Treasurer
- Keep track of contributions and coordinate issuance of annual charitable receipts

- Update membership, adherent and visitor database
- Monitor day-to-day operations of the facilities (including inventory control of supplies, keeping office clean and tidy and overseeing general upkeep of the facilities)
- Manage security system protocols
- Provide administrative support for Sunday services
- Provide administrative support to Board and Committees (including photocopying, coordinating newsletters and special request mailings / email blasts and coordinating information for AGM and UCC statistics)

#### **B. Outreach Tasks**

- Keep the community updated on the happenings at the Church
- Seek opportunities to reach out and promote use of the Church's facilities (including attending Warkworth Business Association monthly meetings)
- Assist with promotional materials for events
- Coordinate update of website and social media

#### **Structure and Remuneration**

1. Non-exclusive, part-time employment (Tuesday through Thursday 9am – 1 pm)
2. Salary - \$1,200 per month
3. Vacation – Two (2) weeks paid per year after each 12 month vacation entitlement period
4. Sick Time – Three (3) unpaid sick days per year

**Please submit resume to Kim Allen-McLean, Chair of the Ministry and Personnel Committee, St. Paul's United Church, Warkworth ([kimnjoe01@yahoo.ca](mailto:kimnjoe01@yahoo.ca)). Only successful candidates will be contacted. Job posting will close March 21, 2025.**