



Cedarview Alliance Church Office Manager

Character: The position requires living out the fruit of the Spirit! It is often the first point of contact for all interactions with Cedarview staff, therefore compassion, discretion, and patience are critical.

Hours: Full-time position of 30 – 37.5 in-office hours/week Monday to Thursday.

Reports to: The office manager reports to the Senior Pastor, working closely with the Facility Coordinator as well as other staff and volunteers.

Salary: Compensation will be discussed further during the hiring process. Cedarview Alliance Church provides a pension and benefits package as well as two weeks paid vacation annually for the first year of employment. Permanent appointment is subject to a three-month probationary period.

An acceptable vulnerable sector Police Report is required for the position.

EXPERIENCE & KNOWLEDGE

- Minimum of three to five years administrative experience in a small, busy office environment.
- Experience & knowledge of office systems, software, and procedures, website maintenance. (Google Calendar, MS Office Professional, Mail Chimp, Adobe Suite, etc. is an asset)
- Experience and knowledge in social media administration is an asset.
- Experience preparing weekly/monthly/annual correspondence, notices, reports as required.
- Experience working with volunteers.
- Experience responding to individuals in various sensitive situations (i.e., grieving families, job loss, illness) and directing their concerns to the appropriate person.
- Experience with church or non-profit organization activities is an asset.

SKILLS & ABILITIES

- Prioritize and accomplish a variety of activities while managing time effectively.
- Schedule requests and maintain a calendar for groups and activities using the church facilities.
- Demonstrate strong verbal and written communication and interpersonal skills.
- Solve general administrative problems and respond to inquiries in a timely manner.
- Protect personal and confidential information of members and attendees as directed.

PERSONAL CHARACTERISTICS

- Alignment with the vision, ministry philosophy and missional direction of Cedarview Alliance Church.
- Self-motivated, flexible, adaptable to changing priorities, requiring minimal supervision.
- Ability to develop good working relationships with other staff members, church members, volunteers, and community groups that rent or partner with Cedarview.
- Demonstrate compassion, discretion, and confidentiality in all situations.

KEY RESPONSIBILITIES

1 Admin/Office

- Reception: manage phone system, answer calls, guide/help in responding to questions.
- Emailing – forward or respond to 'church@cedarview.ca' .
- Manage church calendar.
- Maintain members list, church stats, baptisms/memberships, births/dedications, Annual report, etc.

2 Support of Senior Pastor

- Emailing/connecting with those requesting appointments.
- Help with any tasks assigned by the lead pastor.
- Coordinate ongoing training (baptism membership, plan to protect, etc.).

3 Staff Participation

- Attend regular staff meeting, keeping staff informed of meeting times and special events.
- Support staff where possible with special projects, foster a great work environment.

4 Service Planning Support

- Support communication of service details.
- Create slides for service announcement loop.
- Upload accessible materials for the projectionist to the Cedarview Projection Google Drive folder.
- Create music binders weekly for worship team.

5 Graphic Design

- Coordinate design and creation of postcards/slides/documents, etc. for ministries as required.
- Create weekly slides for Sunday morning services (as required).

6 Manage Church Website

- Create and upload new content as required, delete outdated content.

7 Managing Booking requests

- Coordinate all details required to accommodate request (# of rooms, room size, tables, chairs, pricing, contract, insurance etc.).
- Engage appropriate stakeholders to ensure request can be accommodated.

8 Internal Communication

- Update email addresses for planning centre, church directory and envelope secretary.
- Manage Mailchimp for weekly e-blast.

9 Plan to Protect

- Coordinate all aspects of program (volunteer list, police checks, certification renewal etc.).