

Office Administrator and Communications Coordinator

Central United Church – Unionville, ON

Central United Church is a welcoming, well-established church that has been located on historic Main Street Unionville for over 175 years. At Central United, the Mission is to grow in Christ and help others grow with us through spiritual growth and education, outreach, fellowship and pastoral care.

We are currently in need of an experienced, permanent part-time **Office Administrator and Communications Coordinator** to play a key role by coordinating much of what goes on in the daily life of our busy church. The position carries responsibility for the daily administration and functioning of the church office as well as the coordination of internal and external communication efforts.

The successful applicant needs to be an experienced, highly organized administrator and a self-starter with excellent written and verbal communication skills. Equally important are the individual's strong interpersonal skills and friendly, positive nature.

Key Duties & Responsibilities include, but are not limited to:

- Administrative support to the Minister and various church programs.
- Accounting, bookkeeping and payroll duties, using automated accounting and payroll systems.
- Overseeing and administering the general operating processes of the church, including correspondence, record maintenance, vendor & supplier coordination and building usage.
- Preparing weekly bulletins and announcements, quarterly newsletters, annual report, congregational mailings and updates, external communications.
- Producing, distributing numerous volunteer schedules and event calendar.
- Administration and regular updating of church website.

Qualifications and Competencies:

- 10+ years related office administrative experience. Preferably some experience working with faith based organizations.
- Post Secondary Education with related courses in office administration, computer applications and communications is preferred.
- Intermediate level computer skills in MS Office (Word, PowerPoint, Excel, Outlook) are required, and MS Access skills would be an asset. Experience in maintaining and updating websites is important.
- Basic understanding of financial statements and accounting principles. Experience with Simply Accounting, Quicken or similar accounting package.

A competitive salary, pension and group benefits package is offered.

Please forward your resume to ministrypersonnel@centralunitedchurch.com. While we value everyone's interest in this position, only applicants who are being considered for this role will be contacted.