



22165 Dewdney Trunk Road  
Maple Ridge BC V2X 3H7  
Tel: (604)463-9611  
Fax: (604)463-8745  
office@geuccan.com

Golden Ears United Church in Maple Ridge is looking for a versatile and talented person for the position of Office Administrator. This is a part time position of 30 hours per week. Responsibilities include clerical, reception, pastoral liaison, maintenance of files and church records, facility rentals, bookkeeping, bill paying and purchase of office and church supplies.

**Requirements for the position:**

- Good communication skills
- Fluent in the English language, both written and verbal
- Accuracy in all written work
- Knowledge of pbx telephone and networked copier, printer, scanner and fax system
- Bookkeeping and payroll skills
- Record keeping and filing skills
- Ability to deal effectively with others, demonstrating tact and maintaining confidentiality
- Demonstrated skills in Microsoft Word, Excel, PowerPoint, Quick Books, Mail-Chimp and use of data bases such as Church Watch
- Ability to update and maintain the church website
- Criminal record check
- Knowledge of United Church core values and practices is an asset

**Wages and Benefits:**

- Annual salary, including United Church benefits and pension plan
- Three months probationary period, starting on the first day of employment

**General Duties include:**

- Prepare the order of service for the weekly bulletin and announcements
- Prepare PowerPoint slides for the order of service
- Coordinate events, bookings, and rentals
- Maintain current and up to date paper and electronic filing systems
- Regularly maintain the Church website
- Financial duties
- Reception duties, including liaising with the ministers, congregation members, and members of the community

Apply with resume and cover letter to [search@geuccan.com](mailto:search@geuccan.com)

Closing date is Friday April 28<sup>th</sup>, 2017

Start Date is August 14<sup>th</sup>, 2017