

DUNBAR RYERSON UNITED CHURCH
OFFICE ASSISTANT
POSITION DESCRIPTION
Revised August 1, 2017

Applications need to be received by August 16, 2017

Position Summary:

The Office Assistant is a full-time position (based on a 40 hour work week) responsible for providing secretarial and administrative assistance at Dunbar Ryerson United Church (DRUC). DRUC has a ministry team which includes a full-time Coordinating Minister, a full-time Congregational Development Minister, a .625 FTE Community Life and Pastoral Care Minister, a full-time Children Youth and Family Minister and two .8 FTE Co-Directors of Music Ministry. The Office Assistant is part of a non-ministerial staff team which also includes a full-time Administrator/Transition Manager, a .5 FTE communications consultant, a .25 FTE financial officer, two full-time custodians and a .125 FTE worship support person.

Responsibilities:

Overall

- Works faithfully with the ministry team, other members of the non-ministerial staff, Council and Committees, and the new congregation as a whole, to demonstrate deep care for the spiritual nurture of a community in transition.

Administrative Services

- Prepares weekly Sunday bulletins and announcement inserts, using available templates and based on digital input from the ministry team, committee chairs and group members.
- Prepares Powerpoint weekly for Sunday and Wednesday worship based on digital input from the ministry team.
- Prepares bank deposits for funds received by the office and provides the Financial Officer with deposit details.
- Orders church offering envelopes annually.
- Provides limited secretarial support to the ministry team.
- As approved by the Administration/Transition Manager, provides limited secretarial support to committees.
- Maintains a paper and electronic filing system of all appropriate materials.
- Updates bulletin boards with posters of church and community events.
- Prepares posters for church events and materials to be placed in the pews.
- Makes copies of Council and Committee meetings received digitally and posts on bulletin boards.

- Inputs newsletter articles and publishes newsletters in consultation with the Administrator/Transition Manager and the Coordinating Minister.
- Compiles, copies and distributes the Annual Reports.
- Performs a variety of secretarial and clerical duties, including handling and processing mail, preparing concert programmes, wedding and memorial service bulletins, memorial gift and stewardship letters.
- In consultation with the responsible ministry committee prepares and updates booklets such as the Wedding Booklet, the Bereavement Booklet, the Newcomers' Booklet.
- Coordinates tasks for volunteers who provide reception and office assistance.
- Orders office and custodial supplies as directed by the Administrator/Transition Manager.
- Answers telephone, email; serves as receptionist and greeter to the church and buildings; answers inquiries.
- Assists Administration/Transition Manager with the booking of rentals and other events.
- Prepares daily calendars for posting.
- Performs other related tasks and duties as assigned by the Administrator/Transition Manager

Record Keeping

- Prepares Baptism Certificates, Wedding Forms and Membership Certificates
- Maintains and updates records, including Baptism, Funeral, Marriage and Membership registers.
- Updates Congregational information in church management software.
- Updates mailing lists and Church Directory regularly. Prepares copies of updated Directory as required by the congregation. Prepares monthly roll report listing new members, new adherents, deaths, removals and transfers.
- Prepares and updates the Directory of Council and Committee members.

Accountability and Review

This position reports and is accountable to the Administrator/Transition Manager and is also accountable to the Council through the Ministry Personnel and Staff Support Committee.

In consultation with the Administrator/Transition Manager, the Ministry Personnel and Staff Support Committee conducts an annual performance review of the Office Assistant based on their position description.

Qualifications

- A minimum of 2 years' employment in a secretarial/office assistant position

Skills and Qualities

- Strong organizational skills and attention to detail
- Advanced computer skills, including expertise with word processing, email, spreadsheet, presentation and database software programmes, using the full range of Microsoft Office (minimally Word, Excel, and PowerPoint) and a willingness to explore and expand computer skills depending on the needs of the position
- Experience in a work setting with volunteer workers
- Ability to balance dealing with interruptions while completing necessary tasks
- Competency with use of all other office equipment, including telephone, photocopier, and postage meter systems
- Ability to work independently, organize and prioritize assignments
- Comfort working with a congregation and the wider public in person and on the telephone