

Oakridge United Church

305 West 41st Avenue, Vancouver, B. C. V5Y 2S5
Tel. 604-324-7444 or office@oakridgeunited.org
www.oakridgeunited.org



Oakridge United Church will soon be moving from its current location at 305 West 41st to shared premises at Marpole United Church at 1296 West 67th Avenue. We will be located at Marpole United for 2 to 3 years as our former site is redeveloped and a new, modern sanctuary is constructed within a 5 storey condominium building.

During this time of transition and change, we are looking for an experienced and well organized Office Administrator to support our congregation and staff. This casual part time position is for 6 hours weekly (3hrs 2xweekly) and there will be a 2 month probationary period.

The main areas of responsibility are:

- . Answering the telephone and responding to emails
- . Maintenance of files and records
- . Purchasing supplies and processing bill payments
- . Preparing bulletins and the Order of Service for Sunday services
- . Updating the Church Website
- . Assisting with reports for Meetings and preparing Agendas.

Requirements for the position

- . Fluent in the English language, both written and verbal
- . Criminal record check
- . Excellent communication skills demonstrating discretion and confidentiality.
- . Previous office experience
- . Demonstrated computer skills with Microsoft Word 2010 using PowerChurch database.
- . Experience and knowledge of the United Church and its core values.

Apply with resume and covering letter to wwaterhouse@telus.net by April 24, 2017.