



## Visions United Church Office Administrator Job Description

### **PURPOSE:**

Provide reception and administrative support to the Minister, Treasurer, Congregational Leadership Team (CLT), Music Director and church groups.

### **1.0 GENERAL**

- 1.1 Respond to inquiries and requests for information over the telephone, internet, or in person.
- 1.2 Receive and process or forward all communications via mail, internet, or telephone
- 1.3 Book Visions' events/meeting space in the Community Hub booking system
- 1.4 Keep process and procedure Trello Boards current
- 1.5 Maintain filing system (physical and electronic) and administer access to One Drive and other files for authorized persons
- 1.6 Update Google church calendar
- 1.7 Book Zoom meetings
- 1.8 Insert music copyrights into weekly Spirit Gathering outline and report copyrights on corresponding websites
- 1.9 Format, print and distribute service outline for weekly Spirit Gatherings and other services as needed
- 1.10 Process minutes and maintain Minutes Books and Motion Book
- 1.11 Maintain a listing of CLT, committee members, volunteers, coordinators and groups. Assist Vision Keepers with maintenance of the Connection Board. Ensure Visions' notices on the Community Hub bulletin board are current.
- 1.12 Maintain list of keys and keyholders
- 1.13 Maintain inventory of office supplies and stamps. Arrange purchase of occasional seasonal items (i.e., palms, candles)
- 1.14 Coordinate annual *Broadview* subscriptions and other subscriptions.
- 1.15 Other responsibilities as required

### **2.0 COMMUNICATIONS & PUBLIC RELATIONS**

- 2.1 Create weekly MailChimp announcements with viable links
- 2.2 Mail weekly announcements to identified households without email
- 2.3 Create flyers and social media images for events and announcements
- 2.4 Ensure church office communications use the Visions' brand and style
- 2.5 Prepare seasonal newsletters and the Annual Report

### **3.0 CONGREGATIONAL CARE**

- 3.1 Maintain electronic membership database (ICON) and produce required lists. Maintain physical record books (Baptism, Funeral, Marriage, Historical Roll).
- 3.2 Prepare documentation for baptisms, weddings, death, and transfer of church membership in accordance with *The United Church of Canada Policies and Procedures* and in consultation with minister
- 3.3 Order pastoral visitation cards from Staples when requested

## **4.0 FINANCE**

- 4.1 Input weekly offerings and PAR into ICON accounting system
- 4.2 Consult with tellers to ensure Sunday deposits are accurate
- 4.3 Process PAR requests/changes and order/prepare offering envelopes
- 4.4 Receive monies coming into office (including Fresh for Less payments), receipt all cash/cheques
- 4.5 Create deposits as required and notify bookkeeper
- 4.6 Forward all invoices to bookkeeper for payment
- 4.7 Ensure a supply of cheques, deposit books, teller sheets and night deposit bags are on hand
- 4.8 Provide financial information as required and directed by treasurer and/or bookkeeper
- 4.9 Maintain accounting records in accordance with *The United Church of Canada Policies and Procedures*, under the direction of the Treasurer

## **5.0 OUTREACH (VISIONS AID FUND and FRESH FOR LESS)**

- 5.1 Prepare correspondence to accompany cheques when requested
- 5.2 Fresh For Less:
  - Receive/file client's admission form
  - Maintain the client usage spreadsheets on shared One Drive
  - Receive/process monthly phone requests for service
  - Notify Bookkeeper of changes

## **QUALIFICATIONS**

- Proficient with technology and applications
- Knowledge of Microsoft Office, Gmail/Webmail, database management, MailChimp and Canva (graphic design/publishing tool)
- Maintain confidentially and exercise professional judgement
- Self-directed with problem solving skills
- Strong editing and writing skills
- Work collaboratively with staff and volunteers

## **ACCOUNTABILITY AND SUPERVISION**

- Position accountable to CLT through the Ministry & Personnel Team (M&P)
- Daily supervision of responsibilities is provided by the Minister and Treasurer
- Absences will be reported to the M&P Team Chair/liaison and the Minister
- Workplace related concerns and questions will be reported to the M&P Team for assistance and clarification
- Responsibilities and performance standards are periodically reviewed by M&P

## **POSITION**

- Permanent part-time; 12 hours per week
- On-site location