

Trinity – St. Stephen’s United Church is an enthusiastic, vibrant Christian community located in downtown Amherst, NS.

We are currently hiring an...

Office Administrator

Trinity-St. Stephen’s United Church has one position for an Office Administrator. The position is for a one- year term to fill a maternity leave. The incumbent in this position is responsible to the Ministry and Personnel Committee, but reports on a daily basis to the Minister of the Church.

1. PRINCIPLE AREAS OF RESPONSIBILITY

A. Reception

- Telephone and in-person of members, adherents, and visitors.

B. General Office Work

- Typing, copying, email communication.
- Record Keeping.
- Reception and recording of Monies.
- Preparation of Church Bulletins and PowerPoint services.
- Booking the use of rooms within the Church and hall.
- Routine consultation with others, including Minister, Council elders, and other committee heads.
- Communication with others outside of the Church, including other churches, Maritime Conference office, local community groups.
- Maintenance and regular updating of Church website and Facebook page.
- Compilation of Annual Reports and yearly statistics.

2. SKILLS AND EXPERIENCE NEEDED

- Diploma in Office Administration.
- Excellent written and oral communication skills.
- Training and demonstrated skill in related and current computer programs.
- Ability to work in a church environment, with limited personal supervision, and considerable reliance on personal initiative.
- Ability to be flexible in work assignments and occasional duties.

Start date: Monday, January 14th, 2019

Hours of work: Monday to Friday, 9:00am to 5:00pm.

Salary: range, to be negotiated....

Apply in confidence to the attention of Paul Calder, Chair of Ministry and Personnel, preferably by email to office@tssuc.com, or by mail to: Trinity-St. Stephen’s United Church, P.O. Box 413, 1 Ratchford St., Amherst, NS, B4H 3Z5 by 4:00 pm on Friday, December 7th, 2018. All expressions of interest are appreciated, but only those applicants selected for an interview will be contacted.

To view the full job description, please visit our website at www.tssuc.com.