



## OFFICE AND COMMUNICATIONS MANAGER

### JOB DESCRIPTION

**Location:** Willowdale (Toronto), Ontario  
**Reports to:** Lead Pastor  
**Hours of work:** Monday to Thursday, 9:00am – 4:00pm (28 hours/week)  
**Contractual Status:** Permanent, Part Time (subject to 6 month probationary period)

#### Role Summary:

The purpose of this role is to perform administrative functions for office and communications needs of Spring Garden Church (SGC), a Christian community focused on loving God and our neighbours through engagement with our world. The Office and Communications Manager will be personally practicing Christian spirituality and work within the parameters of the Operating Guidelines for SGC Pastors and Staff (available on request).

### JOB REQUIREMENTS

#### A. Relational Competencies

- Strong verbal and written communication skills
- Strong interpersonal skills
- Excellent judgment and ability to maintain confidentiality
- Ability to respond in a friendly manner to a wide diversity of personalities
- Ability to work collaboratively with the Pastoral Team
  - Engaging in team conversation about specific projects and issues
  - Open to building healthy relationships with team members as outlined in the SGC Pastoral Team Agreement (available on request)
- Ability to work enthusiastically in the culture of SGC as reflected in our Statement of Values (available on request)
- Willingness to regularly participate in SGC worship as a part of the community

#### B. Technical Competencies

- Proactive thinking and planning on a yearly scope
- Ability to prioritize and work on multiple projects simultaneously
- Ability to manage numerous distractions and interruptions
- Proficiency with computers including options for data storage (online and server)

## **ESSENTIAL DUTIES/RESPONSIBILITIES (including, but not limited to)**

### **A. Office Administration and Management**

- Front Desk Hospitality: receiving and responding to email/phone calls/walk-ins from general inquiries, congregants, service personnel, etc.
- Attending weekly Pastoral Team meetings and recording minutes
- Managing the Master Calendar (tracking planning and communication timelines, bookings, registered parking)
- Organizing server and tracking shared files stored online
- Organizing email and Google Docs groups
- Arranging new user and email accounts
- Troubleshooting Information Technology (IT) problems and assisting with Pastoral Team IT/printer needs
- Monitoring and purchasing of paper, toner, and other office supplies
- Arrange servicing for office machines
- Handling paper mail
- Preparing and managing related budget lines
- Collecting money for special projects such as Easter Lilies, etc.
- In the absence of a building manager, willingness to notice and respond to small issues pertaining to building cleanliness (all Pastoral Team members do things like load/unload the dishwasher, push furniture back into place, etc.)

### **B. Communications and Publications**

- Weekly Responsibilities
  - Working with the Worship and Mission Pastor to prepare PowerPoint slides for worship gathering
  - Preparing announcement PowerPoint slides for worship area and lounge display
  - Providing Sunday announcements script
  - Posting weekly podcasts or working with a volunteer to do so
  - Emailing reminders of upcoming service commitments, meetings, due dates, etc.
  - Maintaining SGC's online presence by updating the website, Facebook, Twitter, etc.
- Monthly Responsibilities
  - Preparing and printing Delve (a monthly magazine about people, ideas, and events at SGC)
    - Either acting as Editor or working with a Volunteer Editor
    - Facilitating and editing submitted content
  - Providing printed material for ministries (e.g., congregational meetings, welcome pamphlets)
- Annual Responsibilities
  - Gathering, preparing, and printing Annual Report, Directory, and other publishing needs

### **C. Property**

- Bookings/Rentals
  - Interacting with partner organizations regarding room bookings
  - Receiving and booking rental requests
  - Coordinating with renters for orientation and facility agreement administration
  - Arranging for un/locking and climate control (heating/AC) of rental space
  - Reminding the person who does daily lockups of special bookings times
  - Checking rental space for damage after use
- Parking
  - Issuing parking passes
  - Dealing with parking contracts
  - Checking the lot and working with Parking Control to issue tickets when necessary
  - Tracking rental and parking deposits to ensure payment is received

### **QUALIFICATIONS**

- Minimum high school diploma or equivalent required
- Previous office and communications managerial experience preferred