

# EMMANUEL CHRISTIAN COMMUNITY

## PART TIME ADMINISTRATOR

### **OPPORTUNITY:**

Emmanuel Christian Community is looking for a self motivated, detail orientated follower of Christ to join us as our church administrator. This is a key position for our small community church that requires a commitment to supporting and working alongside our many volunteers and paid staff, a strong work ethic and demonstrated communication, interpersonal and organization skills.

### **ROLE:**

The primary responsibility of this role is to manage the administrative and communication needs of running the church while supporting the elders and their designates and ministries as needed.

### **STRUCTURE:**

The administrator is expected to be available for up to 20 hours a week. Seasonally the hours required can adjust lower where appropriate, and in consultation with leadership.

### **ATTRIBUTES OF A SUCCESSFUL CANDIDATE:**

- **Agree to ECC's Statement of Faith & Code of Conduct.**
- **Self motivated:** able to see a need and willing to fill it.
- **Team player:** as a small community church we are dependant on many volunteers and the administrator must be willing to be a part of a diverse team.
- **Excellent communicator:** this role will require you to communicate both in person and online in a clear, concise manner.
- **Organized:** the successful candidate must be well organized with a commitment to developing and refining systems for good management.
- **Technologically proficient:** This role will require you to be able to use: Google Suite, MailChimp and Facebook and updating our website content (basic CMS). Basic training available.

And most importantly: A love for Jesus and a passion for the Church. This is an integral role for our community, and your desire to serve and build up the body must be evident.

### **MID WEEK RESPONSIBILITIES:**

A few of the key responsibilities include:

- Managing day to day office communication
- Publishing email announcements, newsletters and reminders
- Record keeping
- Co-ordination, creation and printing of the Sunday AM bulletin.
- Facility Management (co-ordination): make and track bookings within the community.

- Managing the church's supplies and equipment where appropriate
- Bill payment & coordinating with treasurer or bookkeeper
- General upkeep of bulletin boards

**SUNDAY AM RESPONSIBILITIES:**

- Prep Communion –prep bun, bread and juice in advance of Sunday.
- Prep Cobs Bread – obtain and freeze sweets for after-service snacks
- Prepare and send Reminder emails for Sundays – sent Friday PM
- Prepare Rosters/Schedules
- Arrange for building open and lock up

A more detailed list will be provided upon candidate selection.

**NICE TO HAVES**

There is flexibility within this role to adapt to an applicant's strengths and areas of interest. Other nice to have's could be:

- BookKeeping skills
- A particular ministry passion

**APPLY**

If you believe this is an opportunity right for you, we would love to chat. Please email: [elders@myecc.ca](mailto:elders@myecc.ca) with your resume and cover letter.