JOE POSTING

McMaster Campus Ministries Council

Position: Administrative Assistant
Chaplaincy Centre

The Administrative Assistant works for the Ecumenical (McMaster Campus Ministries Council), Christian Reformed, and Roman Catholic Chaplains. The workload is shared and the distribution of hours is shared equally, with a couple of hours reserved for directly supporting the MCMC.

This is a part-time position: August 29, 2022 – April 28, 2023, 24-26 hours/week. The salary is $18.00/hour with 6% paid vacation.

To apply for this position, applicants should submit a cover letter and resume. Applicants should provide the names and contact information of three reference.

Submit applications by 4:00 pm on July 12th 2022, to the MCMC
  c/o Pat Fraser, fraserp@mcmaster.ca

Job Description

I. Knowledge and Skills
- An ability to maintain confidentiality regarding visitors to the office and information particular to each Chaplain
- Good communication skills, good organizational skills
- Excellent computer skills including social media and webpage maintenance
- Good interpersonal skills
- Ability to relate well to all members of a diverse university community
- Familiarity with university departments and personnel
- Comfortable working in an ecumenical team atmosphere
- Ability to respond appropriately and sensibly to people in crisis

II. Office Responsibilities
A. Receptionist
- Welcome visitors to the office, directing them to the appropriate Chaplain, other university departments, or outside resources
- Responsible for creating a welcoming atmosphere for visitors and making them feel comfortable
- Responsible for regular maintenance of brochure racks, office bulletin board, and ensuring the cleanliness of the reception area
- Answer telephone enquiries, directing them to the appropriate Chaplain or other resources
- Communicate with each of the Chaplains relevant information, particularly in regard to visitors to the office

B. Clerical
- Process incoming and outgoing postal, electronic, and fax mail as required
- Prepare orders of service as required
- Process correspondence as required by each Chaplain
- Prepare, photocopy, and distribute posters for special events or arrange for volunteer to distribute posters
- Schedule meetings as required and book rooms accordingly
- Responsible for advertising of Chaplaincy Centre activities through e-mail, and individual mailings
- Responsible for ordering and picking up office supplies as required (or communicating to Chaplains the items needed)
- Process daily transactions through office accounts including petty cash, verifying such transactions to the Chaplains or to the treasurer of the MCMC
- Track donations to the MCMC; make bank deposits at a local Westdale branch, as needed
- Liaise with student groups and churches in the local community as required (i.e. Christian Unity Group, etc.)
- Other duties as assigned

**III. Program Responsibilities**

**A. Chaplaincy Centre**
- Coordinate details for “Exam Drop-in Hospitality” in the Student Centre (recruiting volunteers, maintaining supplies, etc)
- Maintain Chaplaincy website and update as needed
- prepare and post publicity for various events to our Social Media accounts (e.g., Instagram)

**B. Christian Reformed Chaplaincy**
- book rooms for various events
- communication with local CRC churches
- assist and support regular programs and special events (e.g., “All Things” and “End of Year Banquet”)

**C. Ecumenical Chaplaincy and the McMaster Campus Ministries Council (MCMC)**
- Book rooms for programs and events
- Ensure that mail for the MCMC Treasurer is picked up or delivered regularly
- Attend MCMC meetings (twice a term)
- Serve as secretary for council committee (scheduling meetings, distributing agendas, distributing minutes, processing correspondence)
- assist and support regular programs and special events (e.g., “soup & selah”, “The Chaplain is in”, International Thanksgiving Dinner)
- some administration and financial/record keeping for donations to the MCMC

**D. Roman Catholic Chaplaincy**
- Book rooms for special masses/services
- Other duties as specified by the RC Chaplain
- Assist and support regular programs and special events
- Other duties as specified by the RC Chaplain