JOB POSTING

McMaster Campus Ministries Council (MCMC)

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, 2023 – April 28, 2024, 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 references.

Submit applications by 4:00 pm on June 30th 2023, to chaplain@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
- Craft posters and assist in promotions on various social media venues such as websites, Instagram and Facebook.
  - Keep the Chaplaincy Centre website and Instagram account updated with our events.
- Book rooms for various events, for example Men & Women’s groups etc …
- Assist and support regular CRC programs such as the weekly ‘All Things Student Fellowship’ held on Thursday evenings and ‘End of Year Banquet.’
- Assist with special events such as ‘Baking for Bees.’
- Helping with outreach on campus.
- Other duties as specified by CRC Chaplain.

C. Ecumenical Chaplaincy and the 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)
- Scheduling meetings, distributing agendas, distributing minutes, processing correspondence
- Assist and support regular programs and special events (e.g., “soup & selah”, “The Chaplain is in”)
- Some administration and financial/record keeping for donations to the MCMC
D. Roman Catholic Chaplaincy

- Craft posters and assist in promotions on various social media venues such as websites, Instagram and Facebook.
  Keep the Chaplaincy Centre website and Instagram account updated with our events.
- Book rooms for various events such as faith studies, masses, etc …
- Assist and support regular RC programs.
- Participate in executive meetings virtually once a month.
- Other duties as specified by the RC Chaplain