

FIRST LUTHERAN CHURCH, Vancouver, B.C.
JOB DESCRIPTION: OFFICE ADMINISTRATOR

ROLE: The Office Administrator provides professional administrative support to the Pastor, Minister of Music, and congregation. You will be responsible for the efficient management of the church office including: receptionist duties, management of facility rentals, property management assistance, supply ordering, volunteer coordination, scheduling, bulletin and newsletter creation, website updating, and light bookkeeping.

KEY FUNCTIONS:

The Office Administrator will:

- Manage in-person, phone, and email inquiries, directing messages to the appropriate individual(s).
- Provide administrative support to the pastor, minister of music, church council and lay leaders.
- Coordinate volunteers for worship leadership and special projects.
- Manage facility rental inquiries, draft contracts, building key assignments, rental invoicing, rental refunds, and scheduling of site supervisors and sound technicians for events.
- Maintain shared rental and volunteer calendars.
- Assist with property management including obtaining quotes for maintenance work and providing building access to contractors.
- Create weekly bulletins and e-newsletters using Microsoft Publisher and Mailchimp; update the church website on a weekly basis using Wix.
- Design posters, bulletin boards, and other graphics.
- Monitor and replenish office and worship supplies.
- Ensure subscriptions with essential service providers are maintained and renewed.
- Transcribe minutes for annual AGM meeting and other meetings as required.
- Work with the privacy officer to ensure files are properly secured and that office privacy and security procedures are maintained.
- Complete expense and mileage reports and ensure appropriate authorization is obtained.
- Coordinate with the Church Treasurer to pay invoices and contractors in a timely manner.
- Enter financial transactions into QuickBooks and process the monthly reconciliation.

KNOWLEDGE, SKILLS & ABILITIES

- Strong communication skills, both oral and written.
- Excellent organizational skills.
- Ability to work independently and appropriately prioritize tasks.
- Resourcefulness, adaptability, and flexibility.
- Proficient in Microsoft Office products (Word, Excel, Outlook)
- Experience with Microsoft Publisher and QuickBooks.
- Familiarity with graphic design and web design a plus.

QUALIFICATIONS AND EXPERIENCE

- Associate's degree, administrative certificate, or equivalent combination of education and experience.
- 2+ years experience as a Receptionist, Administrative Assistant, Office Manager, or other administrative position.
- 1+ year experience with basic bookkeeping, invoicing, expense reporting, or other finance tasks.

COMPENSATION

\$22.50/hour with 25 hours per week. After 6 months and a positive probation report, the salary will rise to \$25.00/hour. Includes an attractive benefits package including vacation and sick leave, extended health, and dental and life insurance.