

## **Office Administrator – approximately 6 hours per week (hours may vary)**

**Basic Purpose:** To coordinate the office and maintain the communication aspect of St. Paul's

**Reports to:** Pastor, Music and Worship Committee, Ministry and Personnel Committee

### **You will need the following skills, strengths and gifts:**

- Good communication and teamwork skills
- A broad knowledge and range of computer skills
- Self-discipline
- It is paramount to us that you have a heart for God, His Son Jesus, the Holy Spirit and His people and are passionate about displaying that throughout the different avenues indicated above.

### **Duties:**

- Reception during office hours
- Responding to/forward of emails; phone calls – this can be done both remotely or in-house
- Record keeping and correspondence
- Eventbrite; update and monitor registration
- Other duties as required

This position can be combined with the media position if requested.

Please send resumes by May 15<sup>th</sup> to [ministryandpersonnel@stpaulsunitedchurch.ca](mailto:ministryandpersonnel@stpaulsunitedchurch.ca)