

Administrative Assistant

Highlands United Church is an affirming community of faith embedded in the Edgemont Village community. This is a busy church with many community groups, choirs, orchestras and sports groups calling Highlands home. The front office is a busy office with many demands on the staff's attention. Energy and enthusiasm a definite must!

The administrative assistant position reports directly to the Church Administrator, and the assistant's main role is to support the administrator with responsibilities and tasks of the front office.

Essential functions of this position:

1. Provide reception duties by greeting guests and visitors, answering questions, and making them feel welcome and appreciated.
2. Provide accounting support and basic bookkeeping tasks as assigned. This includes in-branch banking.
3. Create weekly Sunday PowerPoint slides, set up live-stream links.
4. Collate and create the Sunday service bulletin.
5. Provide back-up and holiday coverage as necessary when the Church Administrator is absent.
6. Maintain the church database in relation to membership, stewardship, and contributions at a minimum. Develop and populate other reports and groups as requested.
7. Various administrative duties such as filing, copying, maintaining inventory, etc.
8. Other duties as assigned.

Working Hours and Benefits:

This position is a permanent part time position at 18 hours a week. Working hours are:

Full days Wednesdays and Fridays (9:00am – 3:30pm)

Half days Tuesdays and Thursdays (9:00am – 12:00pm)

The benefits of working for Highlands are a supportive and participatory community, engagement with many community groups, and a wide variety of work tasks from detailed to creative.

This position pays within the range of \$20-22 per hour, with four per cent automatic vacation pay. This position also qualifies for United Church benefits.

Core Competencies:

1. Have a belief system in alignment with the values of the United Church of Canada and of Highlands United Church (<https://www.highlandsunited.org/WhatWeBelieve>).
2. Take direction well and be flexible to change.
3. Be kind, welcoming, non-judgmental, gracious, empathetic and have a helpful attitude.
4. Be organized, efficient and reliable.
5. Have skills in administration including accounting practices, Office365, PowerPoint creation (Power Church is a definite asset)
6. Exhibit polite, professional and clear communication in person, in writing, and over the phone.
7. Understand and practice privacy, confidentiality and discretion when needed.
8. Be able to work with volunteers.
9. Have the self-confidence to work independently, with the self-awareness to seek coaching, support and advice as required.
10. Enjoy being part of a team.

Qualifications:

1. A minimum of secondary school diploma or equivalent
2. A minimum of two years administrative assistant experience or equivalent
3. Training and experience in book-keeping.
4. An understanding of one's limitations and when to ask for help
5. Experience and ability multitasking
6. An understanding and appreciation of mainline Christian church theology and practice, preferably in the United Church.

Applying for this position

If you possess the skills Highlands is looking for, please consider applying for this position. You are welcome to submit resume and cover letter to Rev. Julie Lees (churchoffice@highlandsunited.org). Highlands appreciates all who apply but will only respond to those selected for an interview. Thank you.