

**Transcona Memorial United Church**  
**Office Administrator**  
**Work Description**

The Office Administrator is an integral member of the Transcona Memorial United Church's ministry and office. Reporting to the Ministry and Personnel Team, the Office Administrator works closely with the minister, staff, council, volunteers, and members of the congregation to provide administrative support and ensure the efficient daily operation of the church office while adhering to the privacy rules in accordance with the TMUC's and United Church of Canada's policies.

**Qualifications:**

- Strong leader and communicator with a confident and motivated work ethic and style
- Excellent analytical, problem-solving and decision-making skills are essential
- Confident and experienced in financial and administrative tasks
- Proven ability to work effectively and collaboratively in a team and volunteer environment
- Exceptional organizational and time management skills
- Team player able to take direction from others and complete tasks on time
- Ability to work independently, without supervision and maintain confidentiality of information and discussions
- Ability to work a flexible schedule with ample notice
- Proficient computer skills, particularly in Word, Excel, Outlook, Publisher and MailChimp. Prior knowledge and experience with Church Watch (database), and WordPress website management would be an asset.
- Ability to multitask in a busy office environment within a church that is very active within our community and to tactfully manage drop-ins and interruptions
- Previous experience working within a church office setting would be an asset
- An understanding of, sensitivity to, and an ability to work within the theology of The United Church of Canada

**General duties and responsibilities:**

Responsible for the daily administration and functioning of the church office. Tasks include but not limited to:

**Reception and Office**

- Respond to door access, telephone enquiries, mail and email and redirect enquiries appropriately
- Maintain inventory of office supplies and ensure general upkeep of office machines
- General clean-up and restocking of Narthex and office

**Communications**

- Update office and website calendars and monthly church event calendars
- Maintain TMUC website as required ensuring announcements, articles, photos, calendar items are current and relevant

## **Administration**

- Maintain lists and databases (to include but not limited to: baptism, wedding, funeral register), office files both paper and electronic
- Work with volunteers and teams within the church including Administration & Sharing; Building & Property; Learning Team and Treasurer
- Provide administrative support throughout the TMUC Stewardship Campaign
- Adhere to the strict confidentiality of personal and financial information of the congregation to:
  - Process offerings and enter weekly into database
  - Process all other monies outside of donations (ie. rentals, fundraising, etc.)
  - Process monthly PAR offerings, enter into database, maintain records
  - Prepare and distribute yearly tax receipts and giving statements
  - Process all pledges and donations for special funds (ie. Ministry Fund, Building Fund, Food Bank Fund)
  - Prepare month-end financial reports for the Treasurer
  - Provide weekly deposit and PAR (Pre-Authorized Remittance) amounts to the Treasurer
  - Maintain and administer office and funeral petty cash funds
  - Prepare and distribute invoices (ie. funeral, receptions)
- Complete the following administrative duties:
  - weekly worship service bulletins
  - announcements and prayer listings
  - wedding bulletins/registration forms/marriage certificates
  - funeral bulletins
  - baptism and confirmation certificates
  - other documents as required
  - maintain office administrator manual
- Order yearly service bulletins, offering envelopes and special envelopes
- Coordinate and distribute yearly offering envelopes
- Prepare the United Church Yearly Statistical Report
- Prepare TMUC's Annual Report by coordinating reports submitted by all teams/groups

## **Worship Support**

- Manage registration and booking system for attendance at church which could include seat assignment and placement.

## **Special Events**

- Manage tasks related to these events such as:
  - ticket sales and collection of monies
  - assisting teams in database requirements (ie. donated items for auctions, etc.)

## **Building Use**

- Manage church facility bookings (includes facility tours, booking approvals, and collection of rental fees)
- Maintain access card and church key listings and distribute cards and keys to team contacts.

**Full-time permanent – Office Open:** Tuesday to Friday

Regular church season (Sept-June) – 22 hours / week

Summer church season (July & August) -12 hours / week