

Job title: Administrator & Programs Coordinator

Reports to: The Ministry & Personnel Committee of Beaconsfield United Church  
and Collaborates with the Minister

### **Job purpose**

Beaconsfield United Church is looking for a responsible Administrator to organize our church's programming and general operations. Your job will provide clerical support to our Minister, staff and volunteers through communication and coordination.

The Administrator should be highly organized and able to multitask with ease. The Administrator's main task includes weekly preparations for community worship, coordinating with our programming staff, and general management of communications. The church is looking for a friendly individual to be the first contact when anyone reaches out to the church. Experience in administrative work is an asset.

Ultimately, a successful Administrator should be able to ensure our office procedures run smoothly.

### **Administrative and Program responsibilities**

On-going:

- Monitor and respond to (or direct) all inquiries and communications coming to the church via email, mail, or phone
- Keep the church's digital and physical files organized and up to date
- Work with the Minister to coordinate pastoral care, Weddings, Funerals and Baptisms.
- Maintain and build BUC's network for contacts and collaborations.
- Monitor grant deadlines and opportunities, and prepare grant applications as necessary
- Prepare immigration support letters for congregants as needed (with input from Minister and RISP staff)

Weekly:

- Prepare and send out the weekly newsletter, and special bulletins as required.
- Prepare bulletins and slideshows for weekly worship
- Coordinate hospitality volunteers for weekly worship
- Liaise with program staff (seniors program coordinator, BUC-RISP staff) to assist with the smooth running of the church's various programs and ministries

Monthly:

- Maintain the church contact and mailing list
- Coordinate and oversee volunteers who manage social media
- Maintain and update the church website

- Help to make decisions about planning and scheduling programs
- Create promotional materials for programs
- Work with the Church's Board, and volunteers, as administrative support

Occasionally:

- Collect information in order to fill in and submit annual statistics to the United Church
- Provide technical guidance for other staff members
- Support program staff in carrying out programs when necessary

### **Qualifications**

- Ability to work both independently and as part of a team
- Excellent ability to organize and prioritize multiple tasks; self-starter
- Excellent communication skills; proficiency in French an asset
- Strong professional writing skills
- Very strong computer skills; an ability to learn new programs and platforms
- Experience and proficiency in Microsoft Office and Google Suite
- Proficiency in using Canva, Weebly, and Mailchimp an asset
- Experience in grant-writing an asset

### **Working conditions**

- Be in the office 4 times a week, 4 hours each time (schedule to be determined)
- Be present at church on Sunday morning at least twice a month.
- Outside of scheduled office hours, work can be done from home.
- This position is a 30 hour work week, with flexibility from week-to-week

### **Application Process**

Please send your Resume and cover letter to [community@beaconsfieldunitedchurch.com](mailto:community@beaconsfieldunitedchurch.com) before November 13th, 2023.