



# Unity Baptist Church

*love God, love our neighbours, love one another  
everyday, everywhere, everyone*

Are you interested in being a part of our team? We currently have an opening for our:

## Church Administrator

24-32 hours per week, flexible weekday hours, occasional evening/weekend work

### Role Description

The Church Administrator is responsible for reception, incoming and outgoing mail, communication, data-base management, facility management, and volunteer coordination

### Requirements

- Committed to the message and mission of Unity Baptist Church (UBC)
- Candidates must be in agreement with the NABC theological framework and abide by UBC's ethics and lifestyle policy
- Exceptional administrative and organizational skills with a strong attention to detail
- Strong writing skills and excellent grammar (their vs. there, its vs. it's, your vs. you're)
- Excellent relational, personal communication, and hospitality skills
- Strong computer skills (MS Word and PowerPoint, Google Docs and Slides) and aptitude for learning new programs
- Spirit of service with flexibility to work in a changing environment and adapt to an evolving role

### Responsibilities

#### *Administration:*

- Maintain a welcoming and professional environment for all guests and visitors
- Answering office door, phone, and email
- Organize incoming and outgoing mail, as well as internal mail
- Receive requests for financial assistance and coordinate with the Benevolent Team
- Maintain church database: council documents, church policies, employee and volunteer information, member directory
- Arrange for flowers and gifts for new grads, bereaved, etc.
- Occasional event coordination: potluck, AGM, funeral, etc.

*Communication:*

- Updating website (HTML / coding skills not necessary) with upcoming events, required forms and documents, sermon recordings, etc.
- Prepare Sunday Bulletin
- Create and organize Sunday worship slides
- Write and send church newsletter
- Maintain communication between office and groups such as council, bookkeeper, custodian, etc.

*Facility Management:*

- Facility maintenance: source quotes, arrange contracts for maintenance and repairs, do minor general upkeep such as replacing bulbs, batteries, etc.
- Rental coordination: taking requests, arranging keys, taking alarm calls
- Stocking supplies (office, custodial, coffee, communion, etc.)
- Coordinate facility use between UBC groups and outside rentals
- Ensure Kitchen is stocked, clean and tidy

*Volunteer coordination:*

- Scheduling volunteers and ensuring positions are filled
- Maintaining volunteer database and compliance with policies

*Other duties, as required*

**Assets:**

- IT skills
- Basic graphic design skills

**Reports to Associate Pastor**

Cover letter and resume can be sent to [ben@unitybaptist.ca](mailto:ben@unitybaptist.ca)

**Deadline for applications is Feb 28, 2019**