

Rideau Park United Church
ADMINISTRATIVE ASSISTANT- CANDIDATE PROFILE
Job Posting – Applications due February 22, 2012

The Administrative Assistant reports to the Administrator and works closely with the ministers. The Administrative Assistant acts as receptionist and general office assistant; organizes and prioritizes, with an understanding of the whole Church context; co-ordinates and produces the weekly bulletin; maintains the church website; assumes responsibility for room bookings and rentals; maintains the office supplies and equipment; liaises with staff, committee chairs, and volunteers; co-ordinates volunteers; provides office support to fundraising and other congregational projects; takes initiative as required and performs other related duties when necessary.

EXPERIENCE

- Minimum of two to five years' administrative experience in a busy office environment
- Experience in working with, and through, volunteers
- Experience using computerized office systems, including website maintenance
- Experience in responding to people in a variety of sensitive situations (e.g. grieving families, job loss, illness)
- Familiarity with church or non-profit organization activities an asset

KNOWLEDGE

- Knowledge of office systems and procedures
- Working knowledge in the use of software for an office environment, e.g. MS Word, Excel, and Publisher, mailing lists, membership records
- Working knowledge of computer networks and website software
- Basic knowledge of standard accounting practices, such as Quick Books, an asset

SKILLS

- Strong communication skills – oral and written
- Strong interpersonal skills
- Ability to prioritize and multi-task
- Ability to solve general administrative problems
- Accurate proof reading skills

PERSONAL CHARACTERISTICS

- Initiative – must be a self-starter
- Ability to prioritize own work
- Flexibility
- Ability to develop good working relationships with other staff members in a team ministry, church volunteers, congregational and community groups
- Demonstrates tact and discretion in all situations

Hours and Salary: 30 hours per week, with some flexibility in scheduling
\$15 to \$17 per hour, depending on experience and qualifications
Standard United Church benefits: 3 weeks' vacation, pension, health, dental plans

Interested applicants are invited to submit their applications by February 22, 2012 at 5 p.m. to:

Administrative Assistant Search Committee
c/o Debi Brown
Rideau Park United Church
2203 Alta Vista Drive K1H 7L9
Ottawa, Ontario

or by e-mail to:
administrator@rideaupark.ca