

Rideau Park United Church
ADMINISTRATOR- CANDIDATE PROFILE
Job Posting – Applications due April 14, 2023

Rideau Park United Church is seeking an experienced Office Administrator. We are looking for an individual who will be the first point of contact for people entering our church. The Administrator ensures the successful operation of the church office as it relates to office communication, event management, bookkeeping, resource planning /administration, and the coordination of activities between the various Rideau Park ministries. Computer, webpage, and social media skills are required. The candidate must be able to multi-task. This position requires compassion, discretion and patience. The Administrator also supervises the church custodian.

Rideau Park United Church is a theologically progressive, diverse, and 2SLGBTRQ+ affirming congregation. Additional information about Rideau Park United Church can be found at www.rideaupark.ca.

EXPERIENCE

- Minimum of three to five years administrative experience in a busy small office environment,
- Experience using computerized office systems, including website maintenance and accounting software,
- Experience in working with, and through, volunteers,
- Experience preparing weekly/monthly/annual correspondence, notices, reports as required,
- Experience in responding to people in a variety of sensitive situations (e.g. grieving families, job loss, illness) and directing their concerns to the appropriate person, and
- Experience with church or non-profit organization activities is an asset.

KNOWLEDGE

- Knowledge of general bookkeeping procedures using QuickBooks or similar software,
- Knowledge of office systems and procedures,
- Working knowledge in the use of software in an office environment, e.g., MS Office Professional, QuickBooks, mailing lists, and membership records, and
- Working knowledge of computer networks, website software and social media.

SKILLS and ABILITIES

- Ability to prioritize a variety of activities and multi-task (time management),
- Ability to receive, schedule and keep up to date the calendar for groups and activities using the church facilities,
- Good communication skills including verbal, written, internet, and digital social media,
- Strong interpersonal skills,
- Ability to solve general administrative problems, and
- Accurate proof-reading skills.

PERSONAL CHARACTERISTICS

- Self-motivated, requiring minimal supervision,
- Flexible to changing priorities,
- Able to develop good working relationships with other staff members in a team ministry, church volunteers, congregational and community groups, and
- Demonstrates tact, compassion, discretion, and confidentiality in all situations.

HOURS AND SALARY

This is a full-time position of 35 hours per week. The starting salary level is \$38,000 - \$40,000, commensurate with the experience and education of the successful applicant. Rideau Park United Church provides, through the United Church of Canada, a pension and benefits package and two weeks paid vacation annually for the first year of employment. Permanent appointment will be subject to a three month probationary period.

An acceptable vulnerable sector Police Report is required for this position.

A full job description is available by contacting the Administrator / on the church website.

Interested applicants are invited to submit their applications by April 14, 2023 at 4 p.m. to:

Administrator Search Committee
c/o Debi Brown
Rideau Park United Church
2203 Alta Vista Drive
Ottawa, Ontario K1H 7L9
613-733-3156, ext 228

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