

# **Administrative Assistant**

Woodstock Baptist Church (WBC)



## **General Overview:**

The position requires a variety of technical, administrative, clerical, and ministry support duties associated with the day-to-day affairs of the church.

The person in this position needs to see their role as an integral part of the ministry team at Woodstock Baptist Church and will interact with all staff to contribute towards innovative initiatives.

The Administrative Assistant provides support and assistance in coordinating the work of the Woodstock Baptist Church office, (including technical support (8:30 AM -12:30 PM) for the Sunday Morning Church Service, as well as technical support for the Worship Team on Wednesday evenings.

The Administrative Assistant is often the first person the public sees or talks to. The Assistant must have a heart for the ministry, the people of WBC, the community, and possess a helpful, cheerful, diplomatic and caring servant attitude.

The Administrative Assistant will be required to graciously deal with unexpected or difficult situations and be able to protect the integrity of others by maintaining confidentiality, and refrain from indiscriminately sharing information.

The work of the Administrative Assistant can expect to change with the nature of the ever-increasing demands of the ministry team. With those changes comes the necessity to work cooperatively as a team member and exhibit a positive attitude.

If you believe your personal suitability, experience, knowledge, skills and abilities match what is required as a member of our ministry team, you are invited to submit your resume, accompanied by a cover letter in PDF format to:

matthew.derrah@gmail.com

Applications may be submitted no later than midnight (Atlantic Standard Time), Wednesday, December 15, 2021.

Note:

- ***Your application must fully demonstrate that you meet the requirements of the position. Failure to do so may result in your application not being considered.***
- This is a full-time position (37.5 hours/week).
- A criminal record check will be required.
- Salary is commensurate with experience.
- Skills testing may be required.
- Proof of double vaccination required.

## **Statement of Qualifications**

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### **Education:**

- Secondary school diploma or an acceptable combination of education, training and/or experience.
- Preference may be given to applicants who have completed post-secondary programs/courses in Information Technology, Administration or Accounting.

### **Experience:**

- Strong computer skills and experience in working with Microsoft Office suites (Word, Excel, PowerPoint, Access, etc.), and/or other software programs such as Sage 50 Pro Accounting.
- Recent experience in providing a variety of clerical, administrative support and/or IT services.
- Experience in dealing with the public.

### **Abilities & Skills:**

- Ability to communicate orally and in writing.
- Ability to plan and organize.
- Ability to use personal computers and other office equipment.

### **Personal Suitability:**

- Teamwork and Cooperation
- Effective Interactive Communication
- Adaptability
- Initiative
- Ability to Deal with Conflict/Difficult Situations

## **Statement of Duties & Responsibilities**

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### **Provides technical duties by:**

- Ensuring the proper maintenance and upkeep of office equipment
- Preparing presentations for church services (Media Shout);

### **Provides receptionist duties by:**

- Receiving telephone calls and visitors and directing to appropriate person in an engaging and friendly manner;
- Providing routine information, assessing the importance of various inquiries and deciding upon appropriate action;
- Serving as a congregational and external contact, thereby acting as a representative of WBC.

### **Provides financial administrative support as required.**

### **Provides clerical and typing services for ministry team by:**

- Typing a variety of reports and forms, including but not limited to letters, memos, general correspondence, etc.;
- Preparing weekly and special bulletins, including any applicable inserts, posters, and promotional material;
- Mailing weekly bulletins to shut-ins;
- Maintaining up-to-date mailing, phone, membership and Sunday School lists;
- When required, providing general typing services to church boards, committees, etc.

### **Maintains a variety of files by:**

- Operating a filing system, ensuring that sensitive material is properly safeguarded and files are kept updated and purged;
- Locating and searching files and documents for use by the ministry team.

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### **Performs other duties:**

- Maintaining a petty cash account;
- Operating a variety of equipment such as telephone system, computers and software, photocopier, fax, printer, etc.;
- Acting as the primary point of communication between companies in order to obtain best pricing for new or replacement office equipment, as provided for in budget;
- Maintaining contacts for various lease agreements;
- Maintaining an appropriate level of general office supplies;
- When required, managing the calendar of activities for use of church facilities;
- Ensuring that church events are adequately and effectively promoted/advertised;
- Actively participating in staff meetings;
- Processing incoming and outgoing mail;
- Other duties as assigned.