

Callander Bay Church Office Administrator
Job Description

Overview

Callander Bay Church is looking to hire an individual to administratively support the Congregation, Pastor and Church Board of Callander Bay Church. The individual will work 16 hours/week at \$17.00/hr. Hours of employment are yet to be determined, but would be on Monday to Thursday, between 9:30 AM and 4:30 PM.

Skills

1. A commitment to Christ.
2. A commitment to Callander Bay church is preferred but not essential
3. Computer Knowledge an asset. Particularly, MS Word, Publisher and Excel.
4. Administrative and Organizing capabilities.
5. Good People Skills.

Responsibilities

1. General Secretary Duties
2. Administration of the Prevention Plan of Callander Bay Church.
3. Oversee Communication of Events and happenings at Callander Bay Church
4. Assisting Pastor and Church Board with administrative tasks.
5. Answering Phones.
6. Announcement PowerPoint loops for service and foyer
7. Completion of Weekly Bulletins.
8. Compiling and Printing Annual Reports.
9. Editing and printing Annual Church Directories
10. Maintaining and Ordering of Office Supplies
11. Keep Office Downstairs cleaned and organized.
12. Updating webpage and social media pages.
13. Maintain statistics, files, and calendar for the church.
14. Keep foyer literature and bulletin board(s) organized.
15. Restock Chairs with info and supplies.

Please send resume to pj@callanderbaychurch.ca or mail to Callander Bay Church, Box 218 Callander, Ontario, POH 1H0.