

RICHMOND PRESBYTERIAN CHURCH

Employment Opportunity

Administrative Assistant



Richmond Presbyterian Church (RPC), a vibrant, growing Presbyterian congregation located in Richmond, B.C. is looking to add a staff person in the role of Administrative Assistant. This position is a key part of the ministry of RPC as the Admin Assistant is usually the first point of contact for people with the church. We are seeking someone who sees this opportunity as a ministry, one of welcome, hospitality and competency around skills that will help the overall ministry of the congregation be more effective and efficient.

RESPONSIBILITIES

To oversee the operation of the church office and assist the leadership team with administrative duties relating to worship and church programs. This is a part-time permanent position.

- Manage all church correspondence, including post, telephone and emails; order office and custodial supplies as needed
- Maintain the church calendar including use of facility requests from outside user groups
- Maintain an accurate database for a wide variety of congregational lists, directories, volunteer rosters and facility users
- Prepare and print weekly bulletins and create slide show for weekly worship
- Create iMovie of sermons for posting on YouTube
- Design, distribute and post marketing material for programs, announcements, social events and activities.
- Maintain all communication boards including social media sites
- Manage and maintain an accurate file management system
- Support leadership team with administrative items as needed and be a liaison between church staff, congregation, outsider user groups and contractors
- Provide hospitality services as needed
- Participate, record and distribute minutes from staff meetings

REQUIREMENTS

- A personal faith consistent with the values of the historic Christian tradition
- Professional, polite, tactful and capable of honouring confidential information
- At least one year office administration experience preferred
- We will offer training to the right candidate
- Strong organizational and interpersonal skills
- Able to work independently and also collaboratively in a team environment
- Detail orientated with strong proof-reading skills
- Experience with Microsoft Office (Word, Excel, Outlook) is essential
- Experience with other software including iMovie, Wordpress, Propresenter 6, Facebook, Instagram, YouTube is highly desirable
- Must be a Canadian resident or permanent resident and legally entitled to work in Canada

Check out our website at
www.richpres.com

SUBMIT YOUR RESUME

Resumes may be emailed to richpres@telus.net or dropped off at the church office at
7111 No. 2 Road, Richmond, BC, V7C 3L7

Deadline for applications: April 17, 2020, or until position filled