

Title: **Administration Coordinator** (flexible on title)

Working Hours: Permanent Part Time 20-30hrs/week (with seasonal flexibility)

Salary Range: \$21-31k per annum with potential to access United Church Benefits plan

Work location: Grace United Church, Walkers Line – Burlington ON

**Why you should consider this position:**

- Offers opportunity for those who want fulfillment and a feeling of service from their job and to be able to see the effect of your efforts on people's lives
- The employer is committed to promoting inclusivity, kindness, fellowship, spiritual growth, acts of service, and leadership
- Great opportunity for those at all stages of their career (new out of school, new Canadians who want work experience, early retirees who want purpose, parents in our community who need to work around school hours, people who want to work in the community they live, etc.)
- Great opportunity for someone who wants to work in a casual work environment, with stable compensation, known work duties and surrounded by dedicated volunteers who want to help get work done

**Purpose of position:**

This role coordinates the ongoing weekly activities of the congregation, staff and clergy as well as building renters and committees. This position helps coordinate and connect those to the work of the church, while providing administrative support by helping organize materials, program documents, etc., as well as managing communication vehicles (newsletter production, email blasts, PowerPoint and presentation materials for weekly worship and meetings). This position is the main point of contact for new renters and existing tenants and provides customer service for those groups.

**Key Competencies:**

Organizational ability

Highly effective and versatile communication skills (written and verbal)

Exceptional software skills (PowerPoint, Word, WordPress, QuickBooks, etc.)

Time Management skills

Political Savvy and Diplomacy

Integrity and Trust with a high degree of confidentiality

Empathy and caring

Strong desire to achieve results

High personal initiative and ability to work both individually and as part of a greater team

Able to marshal resources to get bigger jobs done using others to help

A very good 'connector of dots'

**Requirements for position:**

1. Ability to demonstrate excellent software manipulation skills
2. Able to provide a current clear Police Check with Vulnerable sector screening
3. Ability to be present at church location at least 4 days per week
4. Able to demonstrate highly advanced communication skills
5. Understanding of how church life/processes work, would be an asset

**Advantages to the incumbent:**

- Highly flexible work hours (to accommodate family needs)
- Flexibility exists for seasonal hour changes
- Willing to accommodate start and end times to manage family priorities
- No evening or weekend work would be required
- Casual & low stress work environment
- Small but cohesive colleague group (Minister, Music Director & Administration Coordinator)
- Able to see how your work effects the lives of others (in the church and the broader community)
- Able to interact and participate in community outreach programs as part of your job
- Part of a growing vibrant church within our community

**To apply:**

Please send a resume/CV to: <mailto:hr.graceunited@gmail.com>. Please ensure you add: **“Application for Administration Coordinator Position”** to the subject line of the email.

All resumes will be acknowledged once received. Please ensure that you are clear how you meet the requirements for the position. Only those that are selected for interview will be contacted.