

**Job Type:** Part- Time Office Assistant - Clerical(with possibility of transition to full-time)

**Hours:** Tues.- Fri. from 2:30pm-6:30pm, Sun. 9:00am-1:00pm. 20-25 hours with possibility of occasional additional hours on a pre-arranged and approved basis. Possibility of transition to full-time at a future date.

**Education:** College business administration or like program

**Experience:** At least 5 year(s) executive assistant or office experience

**Post Date:** November 19, 2011

**Competition Close Date: November 28, 2011, 5:00pm ET**

**Contact:** All candidates are asked to submit an expression of interest together with a current resume (C.V.) for consideration, by the competition close date, to [LadyQueenofCroatia@bellnet.ca](mailto:LadyQueenofCroatia@bellnet.ca) referencing subject: Selection Committee.

**Description** The part-time office assistant supports the parish Administrator/Senior Clergy and parishioners that they may more effectively live into their ministries and fulfill the mission of God entrusted to this congregation.

Under the direction of the senior clergy (Administrator), the part-time office assistant manages the use of facilities, parish calendar, information technology, communications within the parish and with the wider community, volunteers, and administrative functions (church records, membership, payroll and book keeping records). The part-time office assistant works closely with the senior clergy (Administrator) to provide for the smooth administration of the parish.

Successful performance in this position requires excellent administrative and organizational skills; the ability to work independently in completing moderately complex to difficult tasks; strong interpersonal skills for communication with staff, volunteers and parishioners; and the ability to proactively facilitate improvements to serve the needs of a well-established, demanding and growing parish.

**Essential Job Functions and Responsibilities:**

- Perform various administrative tasks; purchasing; record keeping; administrative support to the senior clergy.
- Oversee scheduling of facilities use, coordinate repair personnel, interact with vendors and manage building access/security system.
- Maintain parish calendar including worship schedules and parish meetings; coordinate information and calendar for upload to parish website on a timely and ongoing basis.
- Coordinate church volunteers for support of office and parish functions.
- Coordinate the clergy calendar. Assist clergy in preparing materials for meetings, worship services and general correspondence.

- Attend Parish Council meetings for minute taking and record-keeping purposes.
- Manage parish record keeping and database systems including regular donations in Simply Accounting within requirements of acceptable book keeping practices.
- Handle inquiries from multiple sources e.g. phone, email, mail, and in person for information, giving direction, and proactively coordinate follow-up as needed.
- Oversee office computers and equipment, trouble shoot equipment issues, and arrange for repairs including sourcing of competing bids to support the responsible and transparent management of parish financial affairs.
- Manage correspondence (fluently in English and Croatian); coordinate annual transition of vestry membership; other duties as required.

### **Training and Experience**

The successful candidate will possess an Associate Degree and a minimum of five years of experience in office administration; or, an equivalent combination of experience sufficient to successfully perform the duties of the job. S/he would have a collaborative management style and possess outstanding communication skills.

The ideal candidate will be highly organized and detail oriented, and at the same time able to maintain a "big picture" perspective in managing work responsibilities and multiple schedules of many constituents. Moreover s/he would have significant experience directing and coordinating volunteers and have knowledge of basic website administration and Simply Accounting software. Knowledge of Parish Tools program is considered an asset.

### **Position Requirements**

- General clerical and administrative practices and procedures knowledge.
- Greet, identify and direct visitors. Maintain visitor and other Administration logs
- General computer networking, standard computer business and Simply Accounting booking keeping software applications and back-end website administration experience.
- Customer service/experience responding to requests from the general public.
- Ability to create and manage documents and calendars in an interactive virtual environment.
- Written and oral fluency in English and Croatian languages.
- Maintain office supplies inventory and purchase supplies as needed.
- Superior time management skills, multitasking skills, and the ability to prioritize tasks with a strong sense of urgency under minimal supervision.
- Maintain and update specific content on the parish website.
- Perform additional tasks and participate in special projects as required.
- Present a positive and professional image and exercise tact and diplomacy in administration of all duties.

**Skills (position requirements at entry):**

- Office administration: e.g. payroll, personnel practices, purchasing, record keeping.
- Computer application skills to prepare publications, general correspondence, and report documents, enter data in multiple formats from a variety of sources and manage virtual documents.
- Ability to identify and resolve simple computer software or hardware issues.
- Accurate Data Entry skills.
- Ability to upload regular and ongoing updates to parish website.
- Interpersonal skills as applied to interaction with coworkers, parishioners, vendors, volunteers and the general public; able to exchange or convey information and to receive work direction (cf. customer service); able to effectively respond to requests for information in a timely manner.
- Ability to plan, prioritize, and organize diverse tasks; handle multiple tasks simultaneously to meet deadlines.
- Facility in following and issuing verbal and written communications.
- Willingness to follow church policy, process and procedure as well as applicable municipal, provincial and federal law and regulation as required for document and records maintenance.
- Commitment to maintain a high level of confidentiality.

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