

Job Title: Temporary Maternity Leave, Church Administrator  
Company Name: Cedarview Church Paris  
Location: 20 Cedar St, Paris, Ontario  
Duration: Jul 29, 2024 - Sept 15 2025

#### Job Description:

Join our dynamic Church Leadership team, detail-oriented and organized Church Administrator! This position is on a temporary basis to cover for maternity leave. In this pivotal role, you'll oversee daily operations, manage office functions, and be the friendly face facilitating communication within our congregation and beyond.

#### Responsibilities:

- Streamline church operations and handle office duties.
- Collaborate with volunteers, assist where needed with church events, and keep calendars in sync.
- Process mail, field calls, and manage our church email.
- Provide a reliable and friendly point of contact for all who visit. email, or telephone the church.
- Prepare documents as requested (i.e. AGM documents, church directory etc)
- Ensure the safekeeping of confidential church documents through meticulous organization.
- Prepare weekly announcements (design, printing, assembly)
- Attend weekly staff meetings
- Updating regularly and responding to comments/questions on all social media platforms
- Manage facility rentals
- Coordinate with bookkeeper on administrative matters

#### Qualifications:

- Bring your proven experience in church administration or a similar role to our team.
- Superb organizational skills and ability for multitasking.
- Communicate with warmth and clarity, both verbally and in writing.
- Navigate office software and social media platforms
- Uphold confidentiality and exercise discretion with grace.
- Understand the ins and outs of church structure and operations.
- While not mandatory, a BSc degree in Business Administration or a related field is a plus.
- Excellent interpersonal and communication skills to interact effectively with church members, staff, and the public, fostering a warm and welcoming environment.
- Proficiency in microsoft office programs (word, excel, powerpoint, etc) canva, church social media platforms (youtube, facebook, instagram)
- Applicants must possess the ability to work with vulnerable populations and undergo a vulnerable sector check."

This temporary position, covering a maternity leave, begins July 29, 2024, and concludes on or around September 15, 2025. "Working hours are Monday through Thursday, with an additional 4 hours required each Sunday morning, totaling approximately 24 hours per week." Please send a resume to [office@cedarviewchurch.com](mailto:office@cedarviewchurch.com)