



Pickering Pentecostal Church

Position: MEDIA & ADMINISTRATIVE ASSISTANT – Full Time

SUMMARY OF TASKS/RESPONSIBILITIES

CLERICAL:

- Connect with adherents
- Update Church database (ACS)
- Maintains records and supplies
- Prepares items for services

RECEPTION:

- Conduct all facets of receptionist duties

BOOKKEEPING

- Responsible for managing daily revenue and expenses
- Maintains church filing system
- Facilitate financial necessities for contractors and vendors

RECORDS KEEPING

- Ensures that proper financial records and conduct tax receipting
- Donation recording and reconciliation - (Donation systems: ACS, Planning Center)
- Manage Planning Centre to input church information and services
- Manage and schedule service contracts, equipment purchases and leases, utilities, tenants, etc.

SMALL GROUPS MINISTRIES ASSISTANT

- Assists in the preparation (*printing and compiling*) of Leadership Training materials for Conferences
- Connect weekly with small group leaders as outlined by Pastor of Ministries

ASSISTANT TO PASTOR OF MINISTRIES

- Coordinate programs/missions conference alongside Pastor of Ministries

COMMUNICATIONS/MEDIA:

- Create Promo for in-house and social media promotions
- Design and Print materials for Conferences and Events
- Maintaining www.ppclife.ca website
- Actively maintain PPC's Social Media accounts
- Maintain Social Media Platforms (Facebook, Mail chimp, Instagram, Website, YouTube)
- Prepare weekly sermon presentations, graphics etc. and upload to Pro-presenter program

OTHER:

- Will serve twice monthly on Sundays in the Administrative Operations of PPC worship Services to oversee Financial requirements and online Livestreaming
- Will work one (1) weekday afternoon shift to accommodate making care calls to PPC adherents from the ACS list and to record responses
- Other duties as required or assigned by Lead Pastor

REQUIREMENTS:

- Has excellent knowledge of the following:
 - Word, Excel, PowerPoint, Publisher
 - Planning Center, ProPresenter
 - Financial Programs: ACS, Quickbooks
- Has exceptional people skills and is friendly when answering the phone and greeting guests

PLEASE SEND RESUMES TO: info@ppclife.ca