

Office Administrator

Job Summary

The Office Administrator serves as the primary point of contact and administrative hub for the Stony Plain Community of Faith. This role supports the Minister, Official Board, and congregations of both Stony Plain and Mewassin churches by managing daily operations, communications, and facility coordination to ensure the effective ministry of the church.

The Church Office Administrator is directly accountable to the Minister and the Official Board of Stony Plain and Mewassin churches. Oversight and support are provided through the Ministry and Personnel (M&P) Committee of the Official Board.

This is a part-time in office position (Stony Plain United Church), 24 hours per week

Essential Duties and Responsibilities

Provide a welcoming reception and manage all church correspondence, including email, mail, and telephone messaging.

- Produce weekly and seasonal bulletins, newsletters, and annual reports, coordinating with audio-visual volunteers as needed.
- Maintain and update the church website and physical bulletin boards.
- Handle routine financial support, including bill payments, bank deposits, staff reimbursements, and managing petty cash and rental fee collections.
- Maintain church records, including preparing SPUC memorial receipts, managing congregational lists, preparing required documents, and processing subscription renewals.
- Coordinate all facility use for Stony Plain United Church, including external bookings like weddings and funerals, and arrange for necessary maintenance and inspections of the facilities and office equipment (e.g., lift, kitchen, fire alarm, and piano tuning).
- Manage general office administration by ordering office supplies, performing photocopying, and maintaining physical mailboxes for Committee Chairs.

Qualifications and Skills

- Previous experience working independently in an administrative position.
- Technical Proficiency: Advanced computer skills, including word processing and website maintenance.
- Communication: Exceptional interpersonal skills for telephone, email, and written interactions.
- Organization: Strong time management skills and the ability to independently manage office operations.
- Professionalism: Absolute commitment to maintaining confidentiality and the ability to manage conflict with support from the M&P Committee.

Please submit your resume and cover letter to job@stonyplainunitedchurch.com

We appreciate all candidate interest in the role, however will only be contacting those successful to move to the interview stage.