

Job Description: Administrative Assistant

HILLCREST UNITED BAPTIST CHURCH

The Administrative Assistant for Hillcrest Church provides essential support to the church's Staff and Teams, ensuring smooth operation of daily activities and contributing to the overall effectiveness of the church's mission and ministries. The duties, role, and the expectations of the Administrative Assistant are including, but not limited to those listed in this job description.

Responsibilities

- **Office Management:** Oversee the church office's day-to-day functions, including making, receiving and redirecting phone calls, updating phone messages, photocopying, preparing, handling or redirecting emails, and correspondence.
- **Clerical Duties:** Prepare weekly and special service bulletins, business meeting reports, special occasion letters, church certificates such as baptism, dedications, and membership transfers. Update church directory and pamphlets when requested.
- **Event Coordination:** Assist in planning and organizing church events, services, and meetings.
- Assist in acquiring and ensuring up to date police checks for volunteers and staff.
- Maintain a master calendar of events and handling rental forms and bookings of church gym and multipurpose room and forwarding these requests to the Trustees Team for final decision. Maintain bulletin boards.
- **Financial Administration:** Support the financial administrator in managing donations, processing invoices, including electronic donations by cash, etransfer or credit card and forwarding these to the Financial Assistant. Maintaining and preparing financial records as directed including using Quick Books as directed by the Financial Assistant.
- **Communication:** Greeting visitors, members, and others in person or on the phone in a friendly and professional manner, providing information and assistance as needed.
- Keeping the office in a clean, tidy and professional manner to reflect well on the church. Presenting a neat, clean and professional appearance while in the church.
- Operate Office equipment such as laptop, desktop computer, video equipment and copy machines
- **Supplies Management:** Ensure office and church supplies are stocked and ordered as needed. Ensuring the security of office equipment, supplies and records by locking the office door and ensuring windows are closed when leaving the office at any point during the day and when leaving after work.

Qualifications

- Education: High school diploma or equivalent; additional administrative training and/or work experience.
- Able to speak the English language sufficiently well to be clearly understood. Able to read and write in the English language.
- Skills: Proficiency in Microsoft Office Suite, Quick Books or transferable skills in a similar electronic accounting system, strong organizational and multitasking abilities, and ability to navigate or learn to navigate media accounts such as Facebook, Hillcrest's website, and Instagram.
- Personal Attributes: Strong interpersonal skills, attention to detail, and a commitment to maintaining confidentiality and professionalism. Friendly attitude towards everyone and ability to show patience and respect when occasionally interacting with struggling or difficult people and people from other cultures who may not be proficient in the English language.
- Ability to work independently and make decisions when required, with assistance and supervision of the Deacons Team.
- Faith Alignment: An understanding and appreciation of the church's mission and values.

Working Conditions

- Part-time, Monday to Friday, schedule to be negotiated with the successful candidate.
- Work is primarily performed in an office setting within the church premises.
- Salary and benefits to be negotiated with the successful candidate, depending on qualifications and experience.
- The successful candidate will have to satisfactorily complete a four month probation period before being appointed to the position on a permanent basis.

Application Process

Interested candidates are invited to submit a resume, cover letter, educational certificates and/or work references to Hillcrest Church, 476 Lancaster Avenue, Saint John, E2M 2L6 or by email to office@hillcrestSJ.ca. Only selected candidates will be contacted. Applications will be received until the position is filled at which point the job posting will be removed.

The successful candidate will be required to have a clear criminal records vulnerable person check, and will be required to sign Hillcrest's Staff Conduct and Lifestyle Policy and model a lifestyle that reflects well on Hillcrest.

This role offers a unique opportunity to contribute to the life and growth of the church community, supporting a vibrant and welcoming congregation.