



Office Administrator

Description

Epiphany Lutheran Church
200 Dalhousie Drive
Winnipeg, Manitoba

VACANT POSITION: Office Administrator; 20 hours per week (4-hours per day Monday-Friday).

Persons interested in this position please email your resume and letter of interest to financial@epiphanychurch.ca on or before May 5, 2024.

The person filling this position must demonstrate a high level of trust and the ability to protect the reputation and the integrity of others through strict confidentiality. The wisdom to refrain from indiscriminately sharing information is critical. Additionally, the willingness to learn new skills, work as a team player, and overall dependability/accessibility are very important.

DEFINITION: Oversees the administration of the church office, including support for the Pastor, church council and committees of the church, financial administration, and coordinator of building partners.

DUTIES:

Closing Date

July 24, 2024

Categories

Business, Finance and Administration

Employer

Epiphany Lutheran Church Inc.

Location

Fort Garry

Address

200 Dalhousie Drive
Winnipeg, R3T2Z1

Job Type

Part-time

Education Level

College

Wage

\$20.00 - \$22.00

- General office receptionist duties
 - Keep regular office hours; greet visitors to the church.
 - Answer telephone; check mail, email
- Preparation/publication of worship bulletins and resources
- Communication and Correspondence
- Prepare annual report for AGM.

MINIMUM QUALIFICATIONS:

- Proficiency with Microsoft Office and Google Workplace is essential.
- A caring attitude, excellent people skills and high integrity
- Ability to work with current software, social media, web-based platforms, and willingness to learn new programs.

POSITION RELATIONSHIPS: The Office Administrator works under the supervision of the Pastor and works closely with the Treasurer, and other members of church council, committees and building users.

TIME COMMITMENT: This position is 20 hours a week including posted office hours. Preference is 4 hours a day (flexible start and end time between the hours of 8:30am-4:30pm).

COMPENSATION: This position is paid hourly, includes vacation pay each pay period, benefits, and pension through the ELCIC Group Services Inc plan.

EVALUATIONS: Newly hired individuals will be under a 3-month probationary period. This is a permanent position with evaluations expected at the end of 90 days and annually thereafter.

Email

financial@epiphanychurch.ca

Phone

(204) 269-2661