

## Church Administrative Assistant

Armour Heights Presbyterian Church  
105 Wilson Avenue, North York  
Armourheights.org

### Description

The successful candidate will assist the ministry team with administrative, communications, and worship-related tasks. This role works closely with the Manager of Community Engagement to support the life and ministry of the church through digital communications, worship preparation, and organizational support.

### About Our Community

We are a socially progressive, intercultural, and proudly LGBTQI+ inclusive congregation committed to hospitality, justice, and community engagement as we inspire faith formation, exploration, and development.

We encourage you to check out our website at [armourheights.org](http://armourheights.org) for an indication of the missions, partners, activities and programs actively supported at Armour Heights.

### Position Details

- 10-15 hrs/week negotiable
- \$25-30/hr negotiable based on qualifications
- Flexible hours and opportunity to work remotely
- Future opportunities for expansion into other administrative tasks

### Timing

- This position becomes vacant at the end of June 2026
- Commencement date negotiable, ideally ahead of September
- The competition will conclude when a candidate is selected

### Desired Qualifications

- Strong administrative and organizational skills
- Proficiency with Microsoft Office Suite, Google Workspace, Canva, Zoom, and social media platforms
- Familiarity with Mailchimp, Meta Business Suite, YouTube Studio, and website management is an asset
- Strong written communication and attention to detail
- Ability to work independently and collaboratively
- Sensitivity to confidentiality and respectful communication in a church environment

<b>Website and Communication</b>	<ul style="list-style-type: none"><li>• 3–6 email communications per week through Mailchimp</li><li>• Detailed posters and online content through Canva as directed</li><li>• Social Media content multiple times per week, knowledge of Meta Business Suite and other platforms is an asset</li><li>• Livestream Management and coordination through YouTube Studio for Sunday worship services</li><li>• Website updates through the GoDaddy website platform, as coordinated with the Manager of Community Engagement</li></ul>
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<b>Bulletins and related materials and content</b>	<ul style="list-style-type: none"><li>• Electronic bulletin and content through Microsoft Word</li><li>• Detailed Bulletin with hymn lyrics</li><li>• Large Print Bulletin</li><li>• Persian Bulletin Coordination</li></ul>
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Consistent with the Leading With Care policy of the Presbyterian Church in Canada, the successful candidate must undergo a criminal background check.

Please contact Erin Stone our Administrator and Manager of Community Engagement at:  
[estone@armourheights.org](mailto:estone@armourheights.org)