

## **Office Administrator Vacancy at Melrose United Church**

You are warmly invited to consider applying for the Office Administrator position.

Applicants should submit a covering letter and a resume explaining their interest and related experience to the M&P Committee c/o melrose@melroseunited.ca by August 22nd, 2022.

This is an hourly paid permanent part time position with participation in the benefit and pension program through the United Church of Canada (UCC) for 25 hours per week (20 hours in July and August) effective as of October 1<sup>st</sup>, 2022. The successful candidate will commence a paid training period with the Office Administrator toward the end of August and into September.

Brief Summary of Responsibilities:

1. To promote at all times, the Melrose Vision "... to live our faith by providing within our changing community a welcoming environment which encourages all people to care for and accept one another" in accordance to the practices and policies of Melrose and the United Church of Canada;
2. To perform a variety of church office administrative functions and activities to facilitate the services and outreach of Melrose to the congregation, community, tenants and visitors including many bookkeeping entries and running monthly payroll for Melrose
3. The Office Administrator will maintain a reliable and a predictable schedule of on-site availability when the church building is open for all staff particularly for the custodial team and to the tenants and sub-tenants. With the custodial team ensure onsite staff presence between 9am-2pm Monday through Friday from September-June and a reduced schedule in July/August and to administer schedules and coverage for special events through-out the year;
4. Co-ordinate, issue and distribute weekly bulletins and periodic reports, letters, leases and other communication in print and electronic forum for the Minister, Director of Music, Lay and Committee Leaders and Church Officials;

5. Arranging rentals, scheduling so there are no conflicts, checking that the tenants or the applicants for space have sufficient insurance, collecting room/space rental payments and providing assistance and helping/maintaining good relations with longer term tenants;
6. To utilize computer skills and computer applications for office administration and to co-ordinate, oversee and post links to meetings, services and other events using Melrose on-line, social media and other electronic communication; i.e. internet based - social media platforms, GoDaddy website builder, Microsoft Word and Excel, Simply Accounting, Churchwatch, video editing software and Zoom
7. To provide administrative support and communication for seasonal activities and fund-raising events at Melrose.
8. And other duties as required

Thank you for your interest. Please be advised that all letters and resumes will be acknowledged, and reviewed. The M&P Committee will conduct initial interviews. The successful candidate will be subject to the Melrose & UCC screening requirements including provision of a current police check with vulnerable sector screen and also adherence to the Melrose Covid vaccination policy.