



ERB STREET MENNONITE CHURCH

131 ERB STREET WEST, WATERLOO ON N2L 1T7 TEL: 519-886-3570 FAX: 519-886-5625

ESMC Job Description **Communications & Office Manager**

Erb Street Mennonite Church is seeking a Communications and Office Manager.

The Communications and Office Manager is part of the ministry Team at Erb Street Mennonite Church. The primary task is to support the vision of the congregation through the administrative work of the church. In supporting the vision of the congregation, this person is a significant voice of the congregation to the general community.

Accountability

The Communications and Office Manager is accountable to the congregation through Church Council for covenant of understanding, hiring, termination and performance reviews.

Reports to the designated Pastor on day to day operations, seeks guidance regarding tasks, task priorities, and negotiating vacation and time off. The designated Pastor will provide supervision and support on an ongoing basis.

The Communications and Office Manager is responsible for:

- welcoming and assisting people who come to the church office by responding/directing as needed
- administrative functions to support the ongoing work of the church
- managing the flow of communication (phone calls, mail, email)
- managing communication between Church Council, and external church and community institutions and the local community
- managing the use of church facilities for both members and community rentals
- coordinating maintenance of facilities, property, equipment & supplies
- supporting treasurer and accountant by collecting payments and processing expenses
- maintaining and managing church records and archival material

Qualifications:

Education/Training

- Successful secondary school education and training as a receptionist and administrative assistant or equivalent skills

Experience

- Information management in an office environment
- liaison with organizations both internal and external
- familiarity with bookkeeping tasks
- working as a member of a team

Skills/Abilities

- operates in a caring and respectful manner and discerns and respects the need for personal privacy and confidentiality
- excellent interpersonal and communication skills, providing a welcoming presence to people in the church
- understand and maintain confidentiality of both information and situations
- manage time effectively and efficiently, multi-task and work without direct supervision when necessary
- strong problem-solving and organizational skills
- strong computer literacy including word processing, spreadsheets, database management and accounting software
- maintain accurate records and operate standard office equipment
- compose memos, letters and other correspondence
- ability to handle financial matters in an organized, accurate and timely fashion

Start date: May 3rd, 2023

Deadline for applications: March 31, 2023

20 hours per week

Please submit all applications to personnel@erbstchurch.ca.

While we appreciate all applications, only those selected for an interview will be contacted.

Erb Street Mennonite Church is a welcoming and inclusive community of diverse persons each contributing uniquely to our common purpose of following Jesus Christ.