

Bridge Street United Church
Job Posting: Office Administrator

Position Title: Office Administrator

Type of Position: Part-time Hybrid, Permanent (20-25 hours per week)

Pay: From \$23 per hour

Reports to: Minister

Supervisory Duties: None

Position Summary

The Office Administrator is responsible for the smooth and efficient day-to-day functioning of church operations, including administrative, financial, communications, and organizational support. Reporting to the Minister, this role is a central point of contact for congregants, volunteers, and community members and supports the governance and outreach work of Bridge Street United Church.

Key Responsibilities

Administration

- a. Provide clerical and organizational support to the Minister in a timely manner
- b. Prepare worship service slides, letters, reports, and certificates as needed
- c. Layout, print, and distribute weekly bulletins and promotional inserts
- d. Maintain filing systems and the church calendar
- e. Organize mailings with volunteer assistance
- f. Maintain bulletin boards and coordinate pew envelope placement
- g. Produce and distribute the weekly congregational newsletter
- h. Maintain accurate church records, including baptisms, marriages, funerals, membership lists, and minutes of meetings in accordance with United Church of Canada standards
- i. Manage household mailing and email lists for members and adherents
- j. Maintain a password log for church systems and implement basic software updates
- k. Greet and assist visitors; respond to telephone and email inquiries professionally
- l. Coordinate facility rentals according to church policy and availability
- m. Support community engagement initiatives and programs
- n. Order office supplies, manage postage, and oversee office equipment maintenance
- o. Develop and document standard operating procedures for office functions

Finance

- a. Process incoming payments such as rental income
- b. Administer the approved annual budget and maintain financial controls
- c. Complete accounts payable tasks and ensure timely payment of invoices
- d. Maintain accurate donation records and issue income tax receipts
- e. Assist external bookkeeping/accounting professionals with month-end and year-end procedures

- f. Maintain supporting documentation for all financial activity
- g. Assist committees and the Fiscal Policy Committee with financial reports, grant applications, and budgeting

Communication

- a. Send out congregational communications via email and social media
- b. Maintain up-to-date contact lists and manage digital correspondence
- c. Support church committees with publicity for programs and events
- d. Maintain a current media contact list
- e. Assist with the design and layout of promotional materials such as posters
- f. Ensure church website and social media platforms are accurate, engaging, and consistent with the church's mission
- g. Serve as liaison between the church and the general public, ensuring timely and respectful communication

Qualifications

- Strong organizational and time management skills
- Excellent written and verbal communication abilities
- Friendly, professional, and able to work independently
- Ability to handle sensitive and confidential information with discretion
- Adaptability and responsiveness in a dynamic work environment
- Proficiency with Microsoft 365 and cloud-based tools
- Experience with bookkeeping or church/non-profit administration an asset
- Familiarity with website and social media management preferred
- Previous experience in a faith-based, healthcare, or social service setting considered an asset

Terms of Employment

- Part-time permanent position (20 hours/week)
- Competitive salary, commensurate with experience and qualifications
- Eligibility for pension and benefits through the United Church of Canada
- Three (3) month probationary period
- Employment is contingent upon a satisfactory Police Record Check – Level 2 Vulnerable Sector Screening

Please send a cover letter and resume to careers@bridgestchurch.com by **Friday, June 13, 2025**. No phone calls.