

Position Description

Administrator – Church Office and Youth Programs

Purpose: The Administrator Church Office and Youth Programs (COYP) is a combined role providing office administration duties (in collaboration with the Office Clerk) and administrative support to several youth programs within the church, allowing the volunteer youth leaders to concentrate on building relationships with young people.

Qualifications: 2+ years of administration experience including expertise in various forms of communication including social media platforms, software support programs (such as Microsoft Office), e-calendars, and other organizational tools. The successful candidate must have a friendly and collaborative disposition, be detail-oriented and well-organized, have an ability to multi-task, and have a desire to recommend and assist others in adapting to emerging but proven technology supports. A general knowledge of church youth programs is essential. Some flexibility in availability after typical business hours may be required, especially as it may relate to communication services. Knowledge of website editing would be an asset.

Primary Responsibilities:

Church Office Administration – 60%

- Reception services including: telephone, mail, photocopier, e-mail
- Internal Communication services such as bulletin board updates, church sign announcements, scheduling rooms, rentals, meetings, conferences, weddings, receptions, electronic communications, etc.
- Maintain databases to support member directory records such as police checks, Bridge App, Zoom bookings, Church website, etc.

Youth Programs Administration – 40%

As background the many youth programs within the Church have been administered by volunteers, pastors, youth elders, mainly on an individual decentralized basis - this support role puts all of those functions into one centrally organized person who will receive requests from many people at many times

- Provide a well-organized, centrally controlled communication hub covering meetings, events, programs, social activities, community support activities, ensuring all required permissions, insurance coverage, transportation etc. is all registered and in place.
- Provide administrative support to individual programs as required such as notices of upcoming events, schedule changes, etc

- Organize and maintain a detailed communication plan and process (including various methods to connect youth with the church, the volunteers, the pastors and the youth elders), emergency communications, social media, volunteer encouragement

Secondary Responsibilities:

- Support the Office Clerk with duties such as mail boxes, staff meetings, pastors administration requirements
- Work in collaboration with all office staff to ensure a positive work environment
- Work in collaboration with the office staff to learn and provide essential service support for absences such as vacation time

Measurement

The Administrator - Church Office and Youth Programs will be reviewed and discussed with the Pastor – Faith Formation, through regular communication and feedback, using a process defined and completed by council.

Working Relationships

The Administrator - Church Office and Youth Programs reports to the Pastor – Faith Formation.

There is a component of job share duties that are to be worked on in collaboration with the current Office Administrator (currently a part-time position that will be modified to Office Clerk).

As a new position there is potential for additional responsibilities and duty coverage as the role and the person grow together.