

Job Description
Administrative Assistant at
Killarney Park Mennonite Brethren Church

Administrative Assistant:

Summary: To provide secretarial, office and administrative support for Killarney Park Mennonite Brethren Church and hospitality to callers/guests.

Reports to: Pastor

Position Type: Part-time, 20 hours/week. Monday – Thursday, 9:30 am – 2:30 pm

Duties and Tasks:

1. Secretarial – 60%

- a. Receive incoming calls to the ministry office in a genuine, friendly and courteous manner and provide helpful information as appropriate. Take messages or re-direct calls as requested.
- b. Welcome guests and visitors that come to the ministry office in a friendly, outgoing and helpful manner.
- c. Compose routine correspondence from general oral instructions.
- d. Pick up mail and sort incoming mail; prepare outgoing mail.
- e. Generate appropriately-designed documents transcribed from written instructions or minutes taken at meetings.
- f. Proofread drafts of correspondence and documents before they are distributed to check and correct spelling, grammar, clarity and design.
- g. Prepare, photocopy, compile and distribute materials needed for church services, business meetings, board meetings, retreats and other events, as required.
- h. Update and maintain a working filing system for ministry and church records.
- i. Order departmental office and building maintenance supplies, as necessary.
- j. Maintain a log book of meeting dates, use of premises by ministry participants and/or others, and ensure that no conflicts arise regarding scheduling of events.
- k. Communicate via e-mail or in person regarding shared duties and incomplete tasks that are time-sensitive.
- l. Accommodate any other tasks assigned by staff to support their work as requested.

2. Administrative Duties – 40%

- a. Maintain the printed directory of the congregation and update and re-print periodically.
- b. Maintain and update the database software for people and events.
- c. Install the program-specific software upgrades as they are received or download them to install. Produce reports from the program specific data as requested.
- d. Maintain correct e-mail address listing for ministry participants and volunteers. Keep a running list of e-mail and contact changes and distribute to all the appropriate staff to update their own lists.
- e. Maintain the printed directory of ministry participants, update and re-print periodically for staff.
- f. Check the ministry-specific e-mail periodically throughout the day and forward as needed to the appropriate staff member.
- g. Compose e-mails to ministry participants from general oral instructions.
- h. Prepare promotional materials, information materials, and education and media materials as appropriate to continue to improve the communication from the ministry department to the participants, other staff, and the church.
- i. Report to and liaise with Properties Committee regarding maintenance of premises.
- j. Coordinate with Properties Committee and facilitate the use and/or rental of church facilities including documentation, building supervision, rent collection, etc.
- k. Prepare and submit annual reports to Canadian Conference and MB Herald offices.
- l. Communicate with Prayer Chain and Caregiving Coordinator prayer and/or visitation requests/needs.

Skills, Knowledge, Abilities and Commitment

- Skill in reading documents written in standard English text
- Skill in writing grammatically correct routine business correspondence
- Skill in editing correspondence for correct grammar, spelling and punctuation
- Skill in speaking clearly and distinctly using appropriate vocabulary in a helpful and friendly manner.
- Skill in processing information on the database software and publishing software
- Skill in establishing and maintaining a filing system
- Grade 12 or equivalent
- Education or courses in office skills and computer technologies
- Display sensitivity and understanding in all communication, being highly relational
- Ability to exercise judgment to solve operational problems where the answer is not apparent
- Skills in setting priorities which accurately reflect the relative importance of job responsibilities
- Ability to establish and maintain cooperative working relationships with all staff members, associate staff, church staff and volunteers
- Commitment to the Mennonite Brethren Statement of Faith and the lifestyle ethics as described in the Personnel Policy Manual
- Good understanding of pastoral ministry
- Display the spiritual gifts of servanthood, administration, shepherding, and helping

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