



WESTWOOD PRESBYTERIAN CHURCH

“To Know Christ, Make Him Known”

197 Browning Blvd. Winnipeg, MB, R3K0L1
204-837-5706
apply@westwoodpc.ca

Employment Opportunity

Administrative Assistant

Westwood Presbyterian Church is seeking an Administrative Assistant for an active church office. Under the minister's direction and supervision, the successful candidate will provide comprehensive clerical and administrative support to the church staff and manage day-to-day office operations.

Position Title: Administrative Assistant

20 hours per week

Hours: 9 am-1 pm Monday to Friday (Working hours and date are negotiable)

Peak Workload hours (above normal hours) when necessary to be arranged with the Personnel Committee /Minister.

Summer hours are to be determined before hiring.

Pay Rate: Depending on experience, between \$17-19 per hour

Pay negotiable; hourly employee

Overview:

- Must represent a strong alignment to WPC's vision and mission.
- Must have professional attributes of dependability, organization, confidentiality, and self-motivation.
- Must be pleasant, discreet, tactful, and capable of honouring confidential communications.
- Must demonstrate an attitude of service to their position and its responsibility.
- Must possess good telephone and communication skills.
- Must be able to deal with various personalities, both on the phone and in person, in a professional manner.
- Perform general office work under the supervision of the Minister and in cooperation with the other staff and volunteers.

Responsibilities:

- Keep the minister and appropriate elder informed of members' needs, such as deaths, illness and other crises.
- Answer the phone and deal with inquiries as appropriate.

- Contacting and overseeing repair technicians in conjunction with the Property Committee.
- Organizing and maintaining hard copy and electronic files.
- Updating the Church Calendar with hard copies posted in the Church.
- Perform general office work; maintain supplies and various files; keep records and compile these into periodic or occasional reports; support for preparation of worship service. Accuracy and attention to detail is a must.
- File reports, correspondence and other assigned materials.
- Perform duties of Envelope Secretary by ensuring the accuracy of contribution records, administering the PAR program and organizing volunteer offering counters.
- Exercise tact, courtesy, confidentiality, and diplomacy in receiving callers, in person or by telephone; keep a calendar of appointments.
- Highly skilled with all PC-based programs and familiar with web-based software
- Compile, edit, and distribute the annual report for AGM, a monthly newsletter, weekly emails, and other documents, as requested.
- Photocopy documents and assemble them as needed.
- Keep accurate church records (e.g. church members, burial/marriage register, elder's district, prospects, calendar, etc.).
- Scheduling and following church policy regarding building usage/rental agreements.
- Perform other duties as assigned by the Minister.

Qualifications/Experience:

- A high school diploma, College and minimum 2 years of office experience preferred.
- Experience with/willingness to further training on how to use office equipment, iWorks (including Pages and Keynote), Microsoft Office (including Word, Excel, and PowerPoint), web-based software (Wix, Canva, and Campaign Monitor), and social media.

Accountability:

The Administration Assistant is responsible to the Minister and the Session through the Personnel Committee. The incumbent will follow the direction of the Minister and consult with all other committees/teams from time to time.

Conditions of Employment:

- Satisfactory Police Record Check
- Confidentiality Agreement must be signed.

Please send your Resume in confidence to the Personnel Committee of Westwood Presbyterian Church at **apply@westwoodpc.ca**.