

St. Andrew's United Church in Port Moody is considering applications for a part time Office Administrator. This applicant would use very good written and verbal communication skills to assist the Minister and work cooperatively with both paid and volunteer leaders in the congregation by providing required information and/or clerical assistance.

Working Hours: 12 hours a week ó 3 days a week at 4 hours a day.

Must demonstrate knowledge and accuracy in these areas:

- use of Power Point (version 2013) incorporating words and pictures
- use of Microsoft Word and Excel (version 2013) to create flyers, bulletins, announcements, charts, calendars, and spread sheets.
- (the Webmaster makes changes on a Web Page based on the Minister's instructions)
- collect and sort mail and email,
- answer, respond and/or forward phone, email messages and maintain a system for communicating written information.
- maintain and update a filing system of relevant policies and current materials on behalf of the church and in accordance with requirements of the United Church of Canada.
- adjust messages and manage confidential voice mail
- complete the required statistical information, Certificates and Registers for Transfers, Weddings, Baptisms, Funerals and the weekly reportings to the license providers and stats for copyright.

This person should be professional and approachable. Working knowledge of the United Church requirements would be an asset.

Closing date for resumes is August 24th, 2018

Please forward your resume to Fran Mitchell office@sauc.ca