



# JAMES BAY United Church

*Opening Doors to God's Love*

**March 19, 2024**

## **Office Administration**

James Bay United Church (JBUC) is seeking a versatile and organized individual to join our team as an Office Administrator. Working closely with the Minister of JBUC, this position plays a vital role in ensuring efficient office operations and providing administrative support.

## **Job Description**

- General management of the church office
- Receptionist duties in person, by telephone, and by email
- Perform clerical and secretarial functions including photocopying, faxing, word processing, and filing
- Provide clerical support to the Minister, Church Board, committees, program leads, and congregation
- Produce and print weekly Sunday Service bulletins and other materials as needed
- Supervise and support volunteer reception staff

## **Knowledge and Skills**

- Grade 12 and at least 3 years of experience in general office procedures
- Keyboarding speed of 60 wpm; proficiency in Windows 10, Microsoft Office, Excel (Power Church Plus an asset)
- Excellent oral and written communication skills
- Excellent organizational skills
- Web posting ability
- Ability to work independently, manage time effectively, and set priorities
- Proven ability to work with the public and within a team environment
- Background in graphic design considered an asset

**Contract remuneration:** \$25/hour    **Hours:** 10-14 hours/week    **Work term:** 12 months

**Location:** 511 Michigan St, Victoria, British Columbia, V8V 1S1

**Accountability:** Reports to the Board, works closely with the Minister, and is supported by their Ministry and Personnel representative.

If you're looking to make a difference in your community and meet these qualifications, we want to hear from you!

**To apply:** email the JBUC Board at [jamesbayunitedboard@gmail.com](mailto:jamesbayunitedboard@gmail.com) **Deadline for applications:** **Tuesday, April 2, 2024.**