

# EBC Office Administrator

Reports To: Church Pastor

Ebenezer Baptist Church, a church of the Baptist General Conference of Canada is seeking a church office administrator in Wetaskiwin, AB., a community of 14,000 located just 35 minutes south of Alberta's capital of Edmonton. Wetaskiwin is steeped in Alberta history and has traditionally served an agriculture-based economy. It has a growing manufacturing base and is also increasingly being seen as a bedroom community for Edmonton, Leduc and the industrial area of Nisku near Edmonton's international Airport (Wetaskiwin is only 20 minutes from the airport). Wetaskiwin has all the major amenities and is a family-oriented and friendly community. The city has a new family aquatic and multiuse fitness facility and boasts beautiful parks, walking trails and green spaces. EBC is a warm, welcoming church with a strong vision to missionally reach the community, surrounding region and unreached peoples around the world with the message of God's love and forgiveness in Jesus Christ.

This person would delight to serve our church family, pastor and leadership teams. *Excellent people and office administrative skills and computer and web-based competency is desired.* At present this position is 21 hours per week but has the possibility of increased hours when combined with other ministry functions (i.e. youth ministry, media management, etc). Bible college and/or job specific training and/or experience is desired. If ministry functions were added, church membership would be required.

For a full job description please email a resume and cover letter to:

**[doug@ebcwetaskiwin.ca](mailto:doug@ebcwetaskiwin.ca) or [officeadmin@ebcwetaskiwin.ca](mailto:officeadmin@ebcwetaskiwin.ca)**

Thank you for your interest and God bless you. This position will remain open until a suitable candidate is found and position is filled.

# EBC Office Administrator Job Description

**Summary:** Manages and/or performs all office and other related administrative tasks related to the ministry of the church by performing the following duties:

## **Communication:**

- Answers the church telephone and screens calls for the pastor.
- Represents the church family to the public by a positive, grace giving, serving attitude in interaction with walk-ins, telephone calls, e-mails and receiving deliveries.
- Prepares the church bulletin including editing, printing, folding, creating inserts.
- Manages and updates text and pictures on the EBC church website and ensures recorded services on YouTube are linked to the church website from our YouTube channel each week.
- Maintains office communications such as emails, phone, faxes and mail distribution and sorting.
- Performs scheduling duties for the church including maintaining a master calendar; scheduling room and sanctuary reservations for the following; Processes applications for building use for weddings, funerals, receptions and non-church events held in the church building in making sure there are no conflicts with the master schedule of EBC events.
- Performs database management on the church database including managing database entry, updating entries as needed for church and BGC requirements; updating database with Sunday and small group attendance, membership classes and any other data as required.
- Handles/oversees any mass mailings including compiling and updating/printing publicity materials.
- Schedules staff meetings as per the pastor, prepares meeting agendas, keeps accurate and thorough minutes and action points during staff and other meetings and distributes the minutes and action points on a timely basis after the meetings.
- Protects the lead pastor's schedule and works with him to ensure optimum use of his time.
- May work with the pastor in some pastoral counseling situations providing feedback and any observations asked for.
- Phones or oversees phoning of leaders of ministries and those in those ministries with regards to scheduling and who is ministering when.

## **Building:**

- Oversees the church foyer info area and mailboxes.
- Maintains and oversees the church literature in the church foyer such as baptism, membership brochures and welcome packets.
- Maintains information for the church sanctuary such as welcome cards for newcomers, oversees assembly of welcome packets, pens and church giving envelopes.
- Communicates with the facilities ministry on building needs as they arise.

### **Office/Administrative:**

- Maintains the church directory with timely entries of new families and individuals and their biographical information and oversees the collection of that information.
- Oversees maintenance of printers, folders, binders and cutters; maintains stock of office supplies for all church staff and ministry leaders and replenishes supplies as needed.
- Manages small group administration including creating, printing, and updating small group information cards; maintaining list of current small group leaders and those in their groups and contact information; updating the small group web page with small group information; tracking small group and small group leader attendance.
- Maintains a calendar of current ministries and their schedules online on the church website and physically.
- Updates the EBC Welcome book and keeps it current.
- Maintains record of baptisms and baby dedications including creating certificates for those baptized and dedicated; coordinating gift purchasing for the same.
- Administrates and prepares for church family training seminars including maintaining sign-ups on the EBC web site and/or in the church foyer; editing, formatting, printing and binding seminar materials; creating seminar promotions and helping arrange for child care for seminars.
- Manages the membership process including membership sign up on the web or in the church foyer, tracking membership class attendance, recording of new members and those removed; work with and serve the membership coordinator throughout the process.
- Manages newcomer information including sending out newcomer letters, updating database and communicating with the pastor to make sure follow up phone calls and other communication with newcomers is executed in a prompt manner.
- Performs staff administration including updating and printing of the employee handbook and makes sure staff are aware of any updates or changes.
- Works with the church financial secretary with some financial transactions and record keeping as assigned or is qualified to do.

**Qualifications:**

The requirements listed below are representative of the knowledge, skill, and/or ability required to fulfill this position at Ebenezer Baptist Church.

**Education:**

Training and experience in office administration or a graduate of a post secondary program in office administration or related. If the position is combined with ministry functions, Bible college training and ministry preparation and/or experience is desired.

**Language and Communication Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, take accurate minutes, business correspondence and procedure manuals. Ability to effectively present information and respond to questions from the church family, pastors and the general public. *Ability to maintain confidentiality and use prudence in speech.*

**Math Ability:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference and volume. Ability to compute rate, ratio, and percent and to draw and/or produce graphs with a computer using software.

**Reasoning Ability:**

Ability to solve practical problems when they are presented and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:**

The ability to use computer and web-based technologies to manipulate, create, store and retrieve information to express ideas and communicate with others. Knowledge, experience with or the ability to learn the following software and web-based applications is desired: Microsoft Word, Publisher, Access, Excel and PowerPoint. Also Simply Accounting,

YouTube, ZOOM and web browsers Safari, Firefox and/or Chrome web browsers. The ability to learn and use any database now used by the church or chosen in the future to track information.

**Certificates and Licenses:**

Valid AB driver's license and ability to drive.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; The employee must frequently lift and/or move *up to* twenty pounds.

**Church Engagement:**

The EBC office administrator would be expected to be a regular attendee and participant in Sunday services at EBC and other church venues and ministries and some working hours may be part of Sunday AM services.