

LENDRUM MENNONITE CHURCH

Job Posting – Office Administrator

Part-time – Tuesday through Friday, 9 am to 3 pm

Lendrum Mennonite Church is seeking an Office Administrator.

Role: The role of the Office Administrator is to provide a wide range of administrative, technical and support functions to the pastors, the church, the board, and commissions. As the first contact for the church, this role provides accurate, sensitive, professional, and thoughtful frontline service (in person, telephone, digital) to the public, the congregation, facility rental users and service providers. As a representative of Lendrum, the individual provides a welcoming presence and will adopt and display the vision, mission, and culture of the church in a highly confidential manner.

The successful candidate will possess strong administrative and personal, professional skills which include:

- Demonstrate strong organizational and time management skills.
- Understand and appreciate the importance of maintaining confidential information.
- Ability to be self-directed to prioritize and perform tasks independently.
- Excellent computer skills with the ability to effectively use technology, such as Microsoft Office, email, internet, databases and various digital resources.
- Administrative experience in a team environment an asset.
- Ability to work effectively in a team environment as well as independently.
- Understanding of church ministry and church functions
- Strong attention to detail and the ability to complete multiple projects in a timely manner.
- Strong interpersonal, verbal, and written communication skills.
- Personal alignment with Lendrum’s mission and vision, “So that everything Christ would be known in us and through us.”

Salary and benefits: commensurate with the position.

The position will begin as soon as a suitable candidate is found with the plan to fill the position by July 2, 2024.

Contact: please send a cover letter and resume to:

office@lendrumchurch.ca Find us at www.lendrumchurch.ca