

St. Andrew's Presbyterian Church

Streetsville, Ontario

Web site: www.standrewsstreetsville.ca

Title: Office Administrator

Reports to the Church Pastor

Location: 295 Queen St. South, Mississauga, ON L5M 1L9

Our Mission: We are a missional, multigenerational, and multicultural community of people learning to follow Jesus.

We seek a person who is committed to our mission and is a practicing Christian who shares our Biblical emphasis in following Jesus.

Main Responsibilities:

- Coordinate and oversee a range of organizational, clerical, and technical services - the smooth operation of the Christian ministry of St. Andrew's
- You will also be responsible for overseeing volunteers for the Church office.

Qualifications:

The Office Administrator requires a proven track record of:

- Communicating effectively and fostering a welcoming work environment
- Proficiency in Microsoft Office - i.e., PowerPoint, Word, Teams and Zoom
- Experience in communications efforts and updating the church website
- Effective interpersonal skills
- Excellent administrative and organizational skills
- Maintaining confidentiality
- Functioning effectively as a team member
- Prioritizing in a multi-tasking work environment
- Requiring minimal supervision
- Trouble shooting minor office equipment issues

Requirements:

- A minimum three years' experience in office administration,
- Criminal Reference Check - Vulnerable Sector

Hours/Wage:

- 9-12 hours per week at the church with office hours - Wednesday to Friday from 10 am-1 pm
 - Potential to flex up to 20 hours per week during busy periods
 - \$20 - \$24/hour based on related work experience
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Qualified candidates should forward their resume by email no later than Friday, December 10, 5 p.m. to: **E-mail:** hr@standrewsstreetsville.ca

Applications will only be accepted by email.

We thank all who apply, however, only those candidates selected for an interview will be contacted.