

OFFICE ADMINISTRATOR

Bethany Evangelical Missionary Church
160 Lancaster St. E.
Kitchener, Ontario



Position:	Office Administrator
Reports To:	Executive Administrator
Workplace Classification:	Permanent
Compensation:	Competitive salary level consistent with experience

ABOUT BETHANY

Bethany possesses a rich heritage of generosity and faithfulness that has laid a strong foundation over the past 145 years. As a church in renewal, we seek to honour our past, acknowledge our present, and posture towards our future. Bethany's vision and calling is to make disciples and equip believers in every generation to lead people into transforming relationships with Jesus Christ. Renewal to us is an ongoing opportunity and not an outcome, as we abide in Christ, and belong in community with one another.

THE ROLE

Together with the Executive Administrator, the Office Administrator will serve as the communication hub of the staff team, and church at-large, by managing the following areas:

CHURCH OFFICE: Coordinate weekly tasks necessary for smooth church operations, the logistics of facility use, and all communication from the Front Office to various committees, ministries and the membership at large as well as the surrounding community. Intentionally engage with the Bethany EMC congregation, forming relationships and establishing trust. Offer spiritual support and prayer to members of the congregation as a natural extension of established relationships with them, whether on the phone, through email or in person.

KIDS: Provide week-day administrative support to the kid's ministry and Bethany Kids Program Director, ensuring Sunday morning kids ministry classes, special events, and other ministry efforts throughout the year are properly planned and executed, to maximize their impact.

SOCIAL MEDIA: Collaborate with other staff members in creating online content for Bethany's social media accounts for the purpose of teaching, encouraging, and engaging the online community, ensuring content is consistent with Bethany EMC's articles of faith/practice.

WEBSITE: Coordinate with other members of the staff team to design a creative and engaging online presence, ensuring the website is continually updated with relevant information for the church body, and surrounding community.

PLAN TO PROTECT: Implement Plan to Protect policies and procedures churchwide, ensuring compliance at every level of the organization. Conduct training for new volunteers, and ensure proper screening and documentation occurs.

OTHER DUTIES: While working in this role, additional tasks and duties may be assigned, and will be at the discretion and direction of the Lead Pastor or Executive Administrator.

QUALIFICATIONS, EXPERIENCE, SKILLS, AND ABILITIES

Evident personal relationship with Jesus Christ

Previous demonstrated experience in administration, preferably in a church setting

Previous demonstrated experience in social media and website development

Previous demonstrated experience in overseeing and directing staff and volunteers

Strong communication, and interpersonal skills

Able to work efficiently with outstanding organization

Flexible, adaptable, and possesses an attitude of servant leadership

Able to multitask, prioritize, and manage time effectively

Agreement with Bethany EMC's articles of faith/practice

LOCATION

The Office Administrator is required to perform their job function on-location at Bethany EMC, as well as remain accessible throughout the week by phone or email as needed. Hybrid remote and on-location work options may be available.

WORKING CONDITIONS

At Bethany, we care about the mental, emotional and spiritual health of our employees, and creating an environment in which our staff can thrive. In the course of their duties, the Office Administrator may experience stressful situations, fast-paced work, competing demands, and long hours sitting at a desk. We are committed to working with employees to minimize the mental, emotional, and spiritual impact of their role. We support staff in creating healthy work/life boundaries and seeking personal growth opportunities and support when needed. We believe that when our staff are thriving, our ministries will thrive too.

CONTACT

Interested candidates can submit a resume to admin@bethanyemc.ca. Bethany welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.