

OFFICE ADMINISTRATOR

OVERVIEW

The Office Administrator position at Stony Plain Alliance Church will provide administrative support to the Children's Pastor and Youth Pastor as well as event specific support to other pastoral staff. This role will manage the schedules for all volunteer areas, manage registration and attendance forms, and process communication requests through Planning Centre church software. This role will contribute as a member of the Communication Team. This role will also be responsible for reception, answering the phone and general office duties.

Hours: 40 hours/week.

Wage: \$19-23/hour depending on skill and experience.

Start Date: December 2024

RELATIONSHIPS

- The Office Administrator reports directly to the Director of Operations.
- A member of the Communication Team.
- Committed to the staff team covenant and church's vision/mission.

ROLE SPECIFICS

Ministry Support

- Provide weekly administrative support for the Children and Youth Pastors in all their related ministries and events.
- Provide event specific administrative support to other pastoral staff and ministries such as: Providing registration forms, invites, handout creation and printing, coordinating sign in, name tags, signage, attendance lists, power point or video, pro-presenter as needed.

Volunteer Scheduling and Records Maintenance

- Manage and maintain all volunteer schedules and records, find replacements as needed and onboarding new volunteers to the Planning Centre platform.

Communications

- Receive and execute event communication requests in Planning Centre.
- Graphic design for communication requests including: series changeover; Community Wall; website maintenance; SPAC in 60; Sunday Loop/ Pro-presenter slides.
- Pro-presenter and sermon slides prepared for each Sunday.

Miscellaneous Administration

- **Microsoft Teams:** Keeping documents organized, up to date and accessible.
- **Stats:** Maintaining weekly numbers.
- **Planning Centre Maintenance:** Keeping church family profiles up to date; maintaining groups; workflows and lists; congregational tech support with using Planning Centre.
- **Reception:** Answering phones; general office duties including; incoming and outgoing mail; ordering, receiving & processing deliveries; form/document creation/formatting and general editing as needed.

SKILLS AND QUALIFICATIONS

- High school diploma and two or more years of administrative experience (preference will be given to those with a type of certificate or diploma in administration or equivalent experience in an administrative role).
- Technology literate with a proficiency in a variety of computer software applications including Microsoft Office.
- Familiar with design software such as Adobe and/or Canva or aptitude to learn to use these platforms.
- Ability to competently learn to use Planning Center Church software.
- Ability to conduct oneself with professionalism in a busy environment.
- Ability to maintain confidentiality of organization and personnel related information.
- Ability to multi-task, prioritize tasks and excellent time management skills.
- Attention to detail and follow-up.
- A committed follower of Jesus with a passion to serve Jesus by supporting and assisting a team and church.

We welcome your cover letter and resume by **December 11, 2024**. Please insert 'Office Administrator' in the subject line of your email to: kimberly@spaonline.com.

Additional information about Stony Plain Alliance Church including mission, vision, and ministries can be found at www.spaonline.com.