

Office Administrator Job Description

Prairie Tabernacle Congregation

Terms: 28-30 hours a week

Wage: Dependent on education and experience

Location: Prairie Tabernacle Church, Three Hills, Alberta

Starting Date: August 27, 2024

Reports to: The Office Administrator serves under the direction of the Lead Pastor

GENERAL RESPONSIBILITY

The Office Administrator provides administrative services for the ministries of PTC in support of the church's Vision, Mission, and Values.

SPECIFIC RESPONSIBILITIES

1. Office receptionist—in person visits, telephone calls, emails, social media connections
2. Communications—group email notifications, bulletins, newspaper ads, and provide Zoom and YouTube links for church ministries
3. In correlation with church staff schedule Sunday morning services, church events, building use
4. Setup and maintain church app, Instagram, and other online advertising
5. Maintain data—electronic files, paper files, membership list, attendance records
6. Maintain and update church social media—Facebook, PTC website, etc.
7. Create and maintain church QR codes
8. Oversee building use rentals
9. Ensure with Deacon of Technology that tech support is provided for planned ministries
10. Take minutes and provide administrative services for Worship Committee
11. Attend weekly staff meetings and provide administrative support
12. Schedule speakers and MCs for Tuesday evening prayer meetings
13. Other duties as requested by the Lead Pastor

PRACTICAL CONSIDERATIONS

1. Team player
2. Maintain office hours and a work schedule that ensures the fulfillment of the role and predictable availability
3. Discreet, able to maintain confidentiality
4. Endorse Statement of Faith, PTC Constitution and Bylaws, and sign Code of Conduct (these documents available upon request*)
5. Administrative experience required, a certificate in office administration is an asset
6. Working knowledge of Microsoft Office and Outlook Express
7. Working knowledge of setting up and maintaining a variety of social media platforms, including a church app, as well as database software
8. Comfortable and capable with technology.

PERFORMANCE REVIEW

Performance will be evaluated annually by the Lead Pastor based on the current job description and annual goals. The evaluation will be used for setting development goals for the coming year.

WORK ARRANGEMENTS for this position are described in the Employee Handbook.

Please send your cover letter and resume to hr@prairietab.com. Resumes will be accepted until this position is filled.

**To request a copy of our Statement of Faith, PTC Constitution and Bylaws, and Code of Conduct, please email office@prairietab.com.*