



## JOB POSTING – CONTRACT POSITION

Title : Administration Assistant to the Minister

Hours of Work: Seven Hours per Week

Salary: \$ 15 per hour (\$ 105 per week)

### DUTIES

Under the supervision of the Ministry and Personnel Committee, the incumbent is responsible for the administration of the following tasks in support of the Minister, Council and membership of Grace United Church:

- In consultation and with input from the Minister, print and fold Worship bulletin and required Worship material... Make copies available for services at location.
- Prepare weekly Grace notes; receive input from Minister and other contributors, add text and artwork as required, verify layout and distribute via Grace mailing list.
- Check e-mail and phone messages, action or refer to Minister or appropriate person for action as required.
- Check post office box weekly for mail, refer to Minister or appropriate person for action, file or discard.
- Website: (Word Press format) update Church Website, post and update events on the Website, Facebook or Minister's Blog.

- Robocalls: compose and record Robocalls when required and send out to phone list on file.
- Prepare communication e-mails for distribution to e-mail list of members.
- Maintain master list of names, addresses and phone numbers for Grace United Church, including e-mail addresses. Inform Treasurer and envelope Steward of any address changes received.
- Maintain Church Office including, printer Cartridges, paper supplies, filing system.
- Correspondence: prepare or assist in preparation for any correspondence required by Minister.
- Place ads, notices, prepare or coordinate preparation of press releases, issue them and maintain a press binder for Grace.
- In consultation with the Chair of Council, prepare Annual Report, distribute to Congregation by e-mail and make copies available prior to and on the date of the meeting.
- Review MRCS and United Church Regional Office e-mails for items pertinent to the congregation and distribute as deemed appropriate.

## SKILLS

- Strong Computer skills
- Knowledge of Word, PDF, Excel
- Ability to Upload Website information (Word Press format)
- Knowledge of various communication methods (Mailchimp)
- Knowledge of Computer software to trouble-shoot at short notice
- Good Communication skills – team player
- Strong organization skills to allow for prioritizing and multi-tasking
- Ability to prepare advertisements an asset
- Bilingualism an asset

Work can be performed at the Church Office (Chelsea). Incumbents home or a combination of these as set up with the minister to best suit the needs and schedules of both.

NB: This is a contract position and as such no benefits or paid vacation are provided.

A review of all aspects of the position and performance will be conducted after a three month probationary period.

Written application including a cover letter, an up to date resume and two references can be submitted to Vicki Seguin, Chairperson, Ministry and Personnel Committee, 41 Vincent Legris, Gatineau QC J8P 6Z7 or by e-mail at [larry.vicki@gmail.com](mailto:larry.vicki@gmail.com).

Closing Date September 15, 2019