

FIRST BAPTIST CHURCH OF RED DEER SOCIETY
(First Baptist Church)
CHURCH ADMINISTRATOR
25-30 hours per week – flexible weekday hours

Role Description

First point of contact for Church and provide administrative support
and facilitate communication across the organization

Requirements

- Committed to the message and mission of First Baptist Church
- Candidates must agree with CBWC theological framework and abide by First Baptist Church ethics and lifestyle policy
- Exceptional administrative and organizational skills with a strong attention to detail
- Strong writing skills and excellent grammar
- Excellent relational, personal communication, and hospitality skills
- Strong computer skills (MS Word and PowerPoint, Google Docs and Excel) and aptitude for learning new programs
- Spirit of service with flexibility to work in a changing environment and adapt to an evolving role
- Criminal background check required
- Basic bookkeeping
- Highest degree of confidentiality

Responsibilities

Administration:

- Maintain a welcoming and professional environment for all guests and visitors to First Baptist Church
- Answering office door, phone, and e-mail
- Organize incoming and outgoing mail, as well as internal mail
- Receive requests for financial assistance and coordinate with Member Care team
- Maintain church database: Board documents, church policies, employee and volunteer information, church member directory
- Organize and compile Annual General Meeting – Parts 1 & 2 booklets

Bookkeeping:

- Working in conjunction with the Church Treasurer and Church Board
- Managing bank accounts & reconciling statements – identify automatic deposits
- Bill payment & reimbursements
- Record monthly transactions in Excel spreadsheet (both deposits & disbursements)
- Prepare annual GST rebate
- Monthly Board financial reports and AGM reports
- Secure second signing officer to sign manual cheques
- Payroll
- Ability to answer financial enquiries from staff & Board in a timely manner

Communication:

- Update website
- Prepare Sunday bulletin & inserts
- Create and organize Sunday worship slides (as necessary)
- Maintain communication between office and groups such as Board, Building Administrator, Custodian

Facility Management:

- Coordinate with Building Administrator in relation to (i.e. fire alarms/fire extinguisher inspections, etc.); source quotes, arrange contracts for maintenance and repairs
- Stock supplies for the office
- Coordinate First Baptist Church rental arrangements, as required

Other related duties, as required

Assets:

- IT skills
- Basic graphic design skills

Reports to Pastors and Board

Cover letter and resume can be sent to walkeraj20@gmail.com

Deadline for applications is May 15th, 2019

Start date – June 1st, 2019