**Job Description: Administrative Assistant - Montreal West United Church**

To make inquires, or submit a cover letter and CV, please email the MWUC Ministry and Personnel Committee at [mwucmpc@gmail.com](mailto:mwucmpc@gmail.com).

**Required skills:**

 Excellent computer skills, including Microsoft Office (Word, Excel, PowerPoint) and Outlook (PowerChurch knowledge is a definite plus)

* Understanding of business practices and solid basic math skills
* Excellent written and verbal communication skills in English and proficient in French
* Good interpersonal and communication abilities
* Excellent organizational skills, detail-oriented, and the ability to effectively prioritize work in a busy environment
* Positive, outgoing attitude, reliable, with good initiative and ability to work under pressure
* Ability to work autonomously, demonstrate sound judgment, and effective problem-solving skills
* Adaptable to change and able to work as part of a team to create good working relations
* Able to take initiative in planning

**Work hours:** 4 hours/day, 5 days per week

**Salary and benefits:** to be discussed

**Paid Vacation:** Three first weeks of August, and 1 week between Christmas and New Year

**Responsibilities - Daily:**

Telephone & answering machine:

* Respond to & handle all incoming calls and messages. Screen & forward messages & information accordingly.

Written & electronic correspondence (i.e., daily mail, email):

* Collect, sort, date, and distribute all emails and correspondence, including Extra Miles, Meals on wheels.
* co-sign cheques as requested, and mail bills & correspondence.

Visitors:

* Respond to in-person inquiries on behalf of the church (e.g., from congregation members & other visitors, delivery & repair people, renters, Meals on Wheels & other volunteers, etc.)

**Responsibilities - Weekly:**

* Prepare and print Sunday bulletin (including covers, announcements and inserts fold and assemble) and distribute electronic versions.
* Update hallway bulletin boards and remove outdated information.
* Prepare, maintain, and post Monthly Room usage schedule in office window.
* Communicate with caretaker about the need for cleaning for any special events (e.g., funerals, concerts, programs).

**Responsibilities – Support Ministerial needs:**

* Coordinate Minister’s schedule for weddings, funerals, baptisms, and Council of Ministries meetings, etc.
* Ensure Minister’s agenda is kept up to date.
* Prepare certificates for all church programs (baptism, confirmation, wedding, births).
* Record weddings, baptisms, and funerals in the register, post banns with *Directeur d’état Civil*, and fill-in necessary government forms and communications.
* Coordinate with Worship Committee to ensure adequate supply of materials are available (e.g., candles, palms, etc.). Order items if requested.

**Responsibilities – Ongoing & As Needed:**

* Organize and maintain office and common areas area in an efficient manner.
* Order and maintain office supplies and equipment. Arrange equipment repairs if needed.
* File and maintain copies of electronic copies of all Council and committee meetings submitted.
* Prepare annual Tenant contracts with any changes as guided by Trustees. Issue contracts when completed. Prepare contracts for one-time user events as needed. Arrange and receive payment for one-time use.
* Arrange to open and close church for short term rentals.
* Maintain church data base in PowerChurch: (e.g., addition of new church members, births, deaths, address/phone including Elders list)
* Record petty cash expenses, and light accounting duties as assigned into PowerChurch (e.g. Enter all cheques, banking fees, weekly collections, e-transfers, etc.).
* Keep church contact, mailing & email lists up to date.
* Prepare stewardship campaign (collection boxes, letters, pledge cards>
* Prepare, print and mail tax receipts.
* Create and post Scripture readers and Greeter’s schedule quarterly.
* Prepare statistics annual report for the United Church of Canada and follow up with appropriate Board member to ensure all information required is obtained in a timely manner.
* Prepare and print Annual Report for Annual Congregational Meeting.
* Update, reorder, and maintain church subscriptions (i.e. The Broadview Magazine, etc.)
* Be able to assist the Property Committee, if needed, with supplier and/or maintenance appointments, should someone from the Property Committee not be available.

**Responsibilities - Support Church fundraising & Community Outreach activities:**

* Assist with fundraising activities such as Book Browse, Christmas Bazaar, Christmas pageant & Easter plants, etc.
* Coordinate & handle telephone calls for all fundraising events as needed.
* Assist with Community Outreach activities such as St. Columba House, Meals on Wheels, School supply drive, as needed.
* Coordinate gift of the bulletin dedications and flower dedications for Sunday bulletin (i.e. ask the person for the wording of the dedication).
* Prepare & produce programs, posters, flyers, invitations and/or tickets for church events (e.g., Christmas Eve, Funerals, Book Brows, Labyrinth Walks, Christmas Bazaar, concerts etc.)
* Coordinate with Municipality regarding special events (as above)
* Prepare ads and articles for area newspapers as needed and in consultation with the church Board and Minister. A version of these items written in French may be required.
* Other duties as assigned.