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Contact: Sam Spruyt

Position Available

Job Title: Administrator
Reports to: Pastoral staff / Church Board
Job Type: Part-time regular (approx. 20 hrs /week)
Starting: July 1, 2018

Purpose

The Administrator is responsible for overseeing the day to day duties that arise from the mission of the church. It is a ministry of the church; the person in this ministry will be extending the ministry of the Charlie Lake Community Church to our congregation, staff, and surrounding community. We expect that our administrator will have a real and growing relationship with Jesus Christ.

Desired Skills & Abilities

- A caring attitude
- High integrity
- Strong communication and interpersonal skills
- Ability to handle confidential information appropriately
- Highly organized
- Clerical skills (filing, data entry, scheduling)
- Experience with Microsoft Office products
- Experience in bookkeeping for corporations or non-profit societies and knowledge of Sage Accounting would be preferred

Key Responsibilities

- Communications, follow-up, and responses to church mail, e-mail, voicemail, etc. requiring staff involvement.
- Scheduling, communicating and coordinating logistics for church affairs w/ church staff, ministry leaders, and third-party vendors.
- Creation and maintenance of church documentation and publications
- Coordination of use of property, and scheduling of special events, (i.e. weddings, receptions, funeral, outside hire of church facilities, etc.).
- Clerical, administrative and logistics support for the pastors
- Calendar and communications support via special mailing, e-mail, phone contact.

Applicants should submit their resume to the church office. The position will remain open until a successful candidate has been chosen. CLCC would like to thank all applicants, however only those receiving an interview will be contacted.