

Cottam United Church

Job Title: Church Office Administrator, Part-time

Cottam United Church is seeking a person to carry out the administrative duties of our church office. We strive to have a person in this position with strong Christian values as we adhere to our mission statement, "to know Christ and to make Him known".

Hours:

- Average of 12 hours per week (varies dependent on church activities). Thursday and Friday mornings expected

Hourly Wage:

- \$22-25/hour

Essential Skills:

- Skilled in Google Workspace, Mailchimp, Microsoft Suite
- Proficient in oral and written communication
- Strong organizational and time management skills with creative ability
- Some knowledge of music is helpful

Areas of Responsibility:

- Reception duties, provide support to ministry staff, committee chairpersons and congregants
- Administration of Google Workspace
- Keep website postings current
- Prepare Worship Outline and powerpoint presentations for Sunday worship and special services
- Prepare Annual Report based on records and committee submissions
- Record minutes at Congregational Meetings
- Maintain church records
- Manage bookings for rentals, maintain calendar of events
- Change outdoor sign message and send a write up for Essex Free Press on a weekly basis
- Pick up and distribute mail
- Volunteering on the Social Media and Technology Committee is strongly encouraged
- A Police Clearance is required

A resume including references and cover letter may be forwarded to:

searchteamoffice@cottamunitedchurch.ca

Or mail to: Cottam United Church
137 County Rd. 34W
P.O. Box 197
Cottam, ON N0R 1B0