

## **Fort Macleod Alliance Church - Office Administrator**

### **Position Profile**

#### **Purpose:**

- To provide administrative & organizational support to the ministries of FMAC.

#### **Personal Profile:**

- Has a personal relationship with Jesus Christ and is seeking to mature spiritually and relationally as a follower of Jesus Christ.
- Has a love for the local church and desires to serve it's ministries in a supportive role.
- Ability to self-organize and work independently but also function within a team structure.
- Will have flexibility with the scheduling of responsibilities as needed and is able to receive instruction or correction when applicable.
- Ability to maintain confidentiality where applicable.

#### **Reporting Relationships**

- The Office Administrator (OA) will be responsible to the Senior Pastor and Church Council.
- The OA will work cooperatively with other ministry program leaders and support them administratively as able.

#### **Key Responsibilities:**

- Is Computer literate, able to navigate the internet and creatively manage the church website and social media presence where applicable. Proficient with Microsoft Word and Excel.
- The OA will be responsible for reception of visitors and phone calls, sorting and delegating both mail and emails, ordering office supplies, handling facility booking and rentals, Administration of FMAC Plan to Protect program, managing website & social media presence, producing & distributing weekly church bulletins, freeing up both pastor & other ministry leader's time through administrative support. **(specific weekly/monthly details will be provided)**

#### **Work Hours (Permanent Part-time)**

- Monday to Thursday – 9:00 AM – 3:00 PM (approx. 24 hrs / week)
- Additional hours may be needed during certain times of the year which may be either banked for additional time off or paid out.

#### **Compensation:**

- Hourly wage – Commensurate with Experience – Minimum start of \$18.00 / hour.
- 24 hours per year sick time (used for self or family care)
- 2 weeks paid holidays with option of up to 2 additional unpaid weeks per year subject to Church Council approval.

**To Apply** – Please Submit a cover letter and resume to the Church Council at [fmchurch@hotmail.ca](mailto:fmchurch@hotmail.ca). Resumes accepted until July 12/22 or position filled.

**\*\*All resumes are appreciated, but only those being considered will be contacted.**

**\*\*Approved by Church Council – June 15/22**