

## Thornhill Presbyterian Church – Employment Posting

Office Administrator  
Thornhill Presbyterian Church  
271 Centre Street  
Thornhill, Ontario L4J 1G5

### **Position: Office Administrator**

Thornhill Presbyterian Church has thrived in Thornhill for over 160 years. We are an active, vibrant congregation with opportunities for members of all ages to learn, serve and to play. To understand more about who we are, we hope you will visit our website at [www.tpchurch.net](http://www.tpchurch.net).

The Office Administrator will provide administrative support in an active, vibrant Church office, to the Minister, other staff, Church leadership and volunteers in the efficient administration of Thornhill Presbyterian Church (TPC) and its property. All activities associated with this role must be performed in a manner consistent with the Church's mission statement, goals and objectives. A Police Records check will be necessary.

**Position Type:** Part-time employee

**Schedule:** Four (4) days per week of four (4) hours per day during the months of September through June; three (3) days per week of three (3) hours per day during July and August.  
The weekly work schedule will be established with the Office Administrator in consultation with the Minister and the Board of Managers.

### **Key Administrative Skills (include but are not limited to):**

- Proven experience as a successful office administrator or administrative assistant
- Strong communication skills, both verbal and written
- Strong prioritization and organization skills with the ability to multi-task, to focus amid interruptions and to meet deadlines
- High degree of proficiency with computer programs (Microsoft Office Suite, Microsoft Publisher, managing e-mail lists and data base management)
- Proficiency with social media (Facebook, website posting and analytics)
- Experience with engaging multiple sources to obtain and coordinate information

### **Personal Attributes:**

- Sensitivity, tact and diplomacy in working with people of varying abilities, backgrounds (both cultural and socio-economic) and including those considered vulnerable in our community
- Strong confidential and discretionary approach in all interactions and in working with all documentation
- Independent worker yet an active participant in a team-based and open office environment
- Proactive and resourceful in solving problems, in navigating sensitive situations, in obtaining information and in engaging Church leadership as required

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- Consistently flexible, professional and poised work style to operate within a dynamic work environment, including latitude to adjust working hours and days as may be required
- Enthusiasm to learn and execute process improvements to actively contribute to the Church office efficiency

### **Primary Responsibilities (include but are not limited to):**

- General administration (handling of telephone calls, voicemails, emails, Canada Post mail, updating Congregant contact information and records, maintaining databases, procurement of supplies for the office and Worship services)
- Congregant communication (updating of weekly worship bulletin, preparation and distribution of newsletters and the Annual Report)
- Digital presence (updating Church website, regular updates of Church Facebook, running analytics on usage of website and Facebook)
- Church rental focal point (administer Church rentals in partnership with the Board of Managers)
- Assistance to the Minister (engage Minister for Congregant care as required, assist with computer applications, and assist with preparation for special events as time allows)

### **Opportunities:**

- To act as the warm, hospitable representative to those who encounter the Church
- To participate as an integral member of the TPC team with other committed individuals
- To grow in her/his own professional talents

Job Type: Part-time, Employee

Application deadline: August 23, 2021

#### COVID-19 considerations:

Everyone entering or working in the Church building must wear a mask when there are other individuals inside the premises. All public health measures, including those related to personal hand sanitization and physical distancing, must be followed.

Please forward your application to:

Thornhill Presbyterian Church  
271 Centre Street  
Thornhill, Ontario L4J 1G5  
Attention : Chair, Board of Managers

Tel: 905-889-5391

e-mail: [bom@tpchurch.net](mailto:bom@tpchurch.net)