

Nelson United Church

602 Silica Street
Nelson, BC V1L 4N1
www.nelsonunitedchurch.ca



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JOB POSTING

Church Administrator

Permanent Part time: 22 hrs/week

Nelson United Church is seeking a Church Administrator who will provide secretarial, financial, and administrative duties for the minister, staff, and church committees and church operations.

EXPERIENCE AND/OR ACHIEVEMENTS

A minimum of two years general office and secretarial experience.

A minimum of two years computer experience using Microsoft Word applications.

A minimum of two years' experience with bookkeeping and SAGE accounting software.

Able to work within the policies of Nelson United Church and The United Church of Canada.

QUALIFICATIONS

- Keyboard skills of at least 50 w.p.m.
- Must be proficient in Microsoft 365, PowerPoint and SAGE accounting programs.
- Excellent knowledge of business English and routine office practices and procedures.
- Ability to work independently and also in a team environment.
- Ability to communicate effectively both verbally and in writing, to meet and deal with the public and congregation in a professional manner exercising courtesy, discretion, confidentiality and tact.
- Must be able to meet deadlines and follow instructions.
- Ability to operate related office equipment.
- Physically able to do the job.
- Satisfactory Police Record Check

COMPENSATION

This position is twenty-two hours per week to include Monday to Thursday mornings (office hours). We offer a competitive salary commensurate to experience and after three months employment, benefit entitlements as mandated by The United Church of Canada.

For additional information and job description, refer to our website: nelsonunitedchurch.ca

Closing Date: September 30, 2020

Position starts October 19, 2020

Send resume & cover letter to:

Jody Dudley, Ministry and Personnel Committee

Nelson United Church

Email: dudley@mac.com