

## **Job Description**

### **Administrative Assistant St. Andrew's Hespeler Presbyterian Church 73 Queen St. E. Cambridge ON N3C 2A9**

#### **General Functions**

This position involves dealing with reception and customer service functions, as well as the administrative/clerical duties, **as well as communication/marketing initiatives through social media.**

#### **Accountability**

This position reports to and receives direction from the Head of Staff, (Minister)

#### **Duties and Responsibilities**

- Act as receptionist: greets visitors, answers phones, deals with email correspondence and distributes mail
- Provides admin. support to the Senior Minister, staff and Church Committees
- **Provides marketing initiatives and community engagement processes through the use of various social media**
- Gathers the information required to produce the weekly bulletin
- Oversee the schedule for bookings involving Use of Church Facilities
- Maintains the database of members and adherents
- Acts as a liaison to the regular/ongoing facility user groups.
- Prepares rental contracts and invoices for Facility Bookings
- Oversee service contracts for office equipment, telephone systems, etc
- Develop and maintain a functional filing system
- Acts as the contact regarding the facility security alarm system
- Order and store office equipment and supplies
- Maintain the facility key system for the locks on doors, filing cabinets, cupboards, etc.
- Order and distribute yearly givings envelopes. Track weekly givings for tax receipt purposes and prepare tax receipts
- Other duties as assigned

### **Skill Development:**

The administrative assistant is encouraged to develop and maintain a strong peer network and to share ideas intended to lead to the development of best practices.

### **Performance Review:**

All staff will participate in an Annual Performance review, usually carried out in the month of March. The review will be consistent of the following:

- Discuss matters of separate or mutual concern
- Determine courses of action to resolve concerns
- Review and assess the performance of the incumbent, during the previous 12 months
- Discuss and mutually establish goals for the ensuing 12 month period

### **Terms of Employment**

The Hours of work are outlined as follows:

Monday, Wednesday and Friday 9:00 a.m. to 12:00 Noon.

### **Compensation**

This position is paid on an hourly basis. The current hourly rate is \$14.61 per hour, plus 4% vacation pay. **(Note that this hourly wage rate is reviewed on an annual basis. Given that the Ontario Minimum Wage rate will change to \$15.00 per hour on January 1, 2022, the new rate for 2022 will be at least \$15.00 per hour)**

### **Vacation**

It is recognized that the vacation entitlement is accounted for by adding a 4 % increment to the hourly wage however, consideration will be given for up to two weeks of vacation leave, without pay, to be requested in advance and requires the approval of the Head of Staff. (Senior Minister)