



Title of Position: Office Administrator, Full-time
Compensation: TBD

Expectation:

At Riverside, we believe in simplicity with excellence, and part of that excellence is setting a standard for what we expect as a church in how we treat each other, walk out our areas of ministry, and relate to the community.

All staff at Riverside Community Church are expected to adhere to the following:

- Riverside's Gold Standards
- Attend monthly all church prayer meeting
- Attend staff meetings
- Tithe regularly to Riverside
- Attend a Sunday services
- Volunteer in some capacity at Riverside
- Prepare and define preferred method of training for volunteer leaders in your area of employment
- Have a deep understanding and embracing of doing church as a team as it pertains to life and ministry at Riverside Community Church.

Conditions of Employment:

All employees are required to undergo/submit a criminal record check every 5 years as well as be active participants in the community life flow at Riverside.

Job duties:

- First responder to: telephone, general church/website emails (info@rside.ca) and foot traffic/guests into the building
- Follow up on unanswered emails from info@ and any phone messages
- Customer service representative
- Prepare coffee daily and offer guests fresh tea or coffee upon their arrival
- Keep coffee bar, Connect desk and office tidy and clean for staff and guests
- Update washroom posters weekly
- Ensure brochures are printed and up to date at the Connect Desk
- Mail collection and distribution
- Forwarding Newcomer forms (paper and online versions) to Sam (for men) or Lily (for women) or Faheem (for Persian)
- Send prayer requests to the prayer team group through Elvanto
- Send weekly Current email to church attendees
- Maintain church office supplies and order from Mills or Uline as needed/requested
- Oversee the Office Supplies and Printing expense funds
- Annually collect print code totals from copiers, record in Excel, then delete totals at copiers
- Administrative support to Ministry Leaders and Staff
- Record minutes at staff meetings
- Create annual staff meeting calendar
- Keep record of Criminal Record Checks
- Computer server backup bi-weekly
- Proof read documents for publication and assist on other proof reading requirements as needed
- Oversee the updating of Riverside's Elvanto database
- Oversee the marketing requests and updating promo materials
- Load promo materials into shared folder
- Partner with all staff to ensure website information is correct and up to date

- Oversee and coordinate all room bookings of the church facility for rentals and ministry groups
- Gather information for monthly bulletin and prepare bulletin
- Scheduling of Lead Pastor's appointments
- Review invoices to ensure they are ready for payment
- Maintain the announcements calendar, updating as needed from Marketing request forms
- Create ministry events (if registration not required) in Elvanto and link to the website calendar
- Attend weekly production meeting, confirming announcement list at this time
- Leader of Sunday Office Team, send out schedule of volunteers and also volunteer once a month
- Count and record Sunday offerings in Excel (cash, cheques, debit, credit) and stamp the date on all envelopes
- Fill out deposit book and deliver cash to CIBC (give cheques to bookkeeper)
- Post Sunday offerings in Elvanto and compare to Excel spreadsheet
- Attend weekly Rentals team meetings
- Work as part of the rental team to prepare contracts and collection of rental income
- Program thermostats as needed for rental groups
- Prepare quarterly Entandem reports and make payment with church credit card
- Prepare weekly sermon notes and sermon slides for Sunday sermons always ensuring the preaching pastor has reviewed both
- Email sermon notes to prayer team leader
- Add sermon notes to the website on Fridays
- Add sermon slides to the shared production folder on Fridays, double checking that slides have been added correctly
- Add sermon notes to the Riverside APP
- Update YouVersion account with sermon notes and updated bulletin
- Print sermon notes and leave by the sound booth computer
- Take minutes at monthly council meetings and submit to council chair
- Gather information and prepare AGM slides
- Take minutes at AGM and submit to council chair
- Follow through on other office duties as needed

Reports to: Director of Operations

Works closely with: Administrative staff, Pastoral Staff, Ministry Leaders and volunteers

Time required by position: Hours required are 35 hours per week, 9am-5pm with a one-hour break from 12-1pm for lunch. There is no remuneration for overtime.

Benefits:

- Health benefits are available for all full-time employees after three months of continuous employment. Accidental Death/Life coverage is mandatory after three months.
- After one full year of continuous employment Pension coverage is required for all full-time staff. Employees may contribute the minimum 3% or up to 7% of their salary/month; Employers contribution is an additional 3%.
- Paid holiday time is on the following schedule approved by Director of Operations and Lead Pastor: (based on a calendar year)
 Holiday schedule will begin at 2 weeks annually, again noting this is based on working a full calendar year. Holidays are generally calculated on a calendar year basis.
- Time off must be approved by Director of Operations.
- All vacation days must be taken in the year earned.
- There will be no working holidays or time away working from a remote location.

Resources:

A desk and all that is required to perform your duties have and will be provided to you in order to perform your daily duties and tasks. Proper filing and storage has been prepared and available to you. Use of a computer and necessary program applications along with a printer for cheques only, is provided for you in the main office and at the reception desk.

Dress Code:

The culture of Riverside Community Church is that of a Business Casual or Smart Casual atmosphere. All employees are representatives of Riverside and are expected to dress in an appropriate manner that is clean, neat, and represents the Lord and the church well. It is our expectation that the dress code of the staff reflect this in modesty, discretion and professionalism. Tattered jeans, bra straps showing and cleavage are not appropriate in a business casual setting. Avoid tight or baggy clothing; business casual is classic rather than trendy.

Qualifications:

Skills needed for this position include: Accurate typing skills of approximately 45 wpm; knowledge/experience in Outlook/Excel/Simply Accounting/Power Point. Ability to prioritize tasks; work well as part of a team environment and respond to inquiries from the congregation and public in an efficient timely manner are all necessary skills for this position. Exceptional public relations and communication skills are a desirable asset to this position.

Additional Considerations:

Agreement is valid until revised. Both parties will provide a thirty-day notice of resignation or termination. Termination based on ethical or moral reasons may be immediate.

Assigned Person: Employee Name**Effective Date:****Hire Date:****Signed:_____ Employee Name****Signed:_____ Director of Operations/Lead Pastor**