

## **Office Administrator - Cambridge Street United Church – Lindsay, ON**

Cambridge Street United Church is a welcoming, faith-centered community committed to living out God's love through worship, service, and connection. We are seeking a compassionate, organized, and dependable **Office Administrator** to support the ministry and daily operations of our church. This role is central to the life of the congregation. As the first point of contact for many members, visitors, and community partners, the Office Administrator helps create a warm, respectful, and caring atmosphere that reflects our faith and values. Cambridge Street United Church an Affirming Congregation - we aspire to include and support the full participation of people of all diversities in all aspects of the life and work of our ministry.

### **Position Details**

- **Hours:** Monday to Friday, 9:00 a.m. – 3:00 p.m. (½ hour unpaid lunch)
- **Total Hours:** 27.5 hours per week
- **Wage:** \$21.00 per hour
- **Start Date:** Tuesday, September 8, 2026
- **Benefits (pension and health coverage):** subject to a 3-month probation period

### **Role Overview**

The Office Administrator supports the ministry of the church by providing administrative, communication, and facility-coordination support. This position works closely with ministry staff, volunteers, and committees to ensure the smooth functioning of church life and to help share information clearly and thoughtfully within the congregation and beyond.

### **Key Responsibilities**

#### **Hospitality**

- Greet visitors, answer phones, and respond to inquiries with kindness and professionalism that helps create a welcoming church office
- Exercise discretion in handling confidential personal information

#### **Office Administration**

- Retrieve mail and respond to incoming calls, emails and other correspondence
- Provide administrative support to all staff, Church Council Chairs, and Team Leaders
- Manage office supplies and equipment
- Keep office clean and tidy
- Provide administrative assistance to church groups such as the U.C.W. and the Healing Pathway Ministry

#### **Facilities & Community Use**

- Coordinate and monitor all room rentals and bookings, ensuring no double bookings, completing and filing rental agreements, monitoring compliance with rental agreements, and collecting rental amounts
- Coordinate room bookings for church teams and programs
- Support the respectful and responsible use of church space
- Manage security system protocols (after 3-month probation period)

#### **Worship & Communications**

- Prepare weekly worship materials, bulletins, and announcements
- Assist in sharing church news and events through print, email, social media (including Instagram, Facebook and TikTok), and the website
- Create posters and promotional materials using in-house software that invite participation and connection

**Records & Congregational Care**

- Maintain membership, adherent and visitor data, directories, and church registers and records.
- Prepare certificates and documentation for baptisms, memberships, and special services
- Assist with newsletters, mailings, and the Annual Report
- Assist with the completion of yearly UCC statistics

**Qualifications & Gifts**

- Strong communication and organizational skills
- Proficient written and oral communication skills.
- Able to attend to administrative details, independently, while exercising good judgment in keeping groups informed (Church Council, Council Teams, Bookkeeper, and Treasurer)
- Able to meet internal and external deadlines on a daily, weekly and annual basis
- A caring, respectful approach to working with people of all ages and backgrounds
- Ability to handle sensitive information with discretion and integrity
- Working knowledge with technology (Word, Excel, ChurchWatch, Canva)
- Working knowledge of social media platforms, such as Facebook, Instagram, TikTok, etc.
- A desire to support the mission and ministry of Cambridge Street United Church

**Accountability**

- The Office Administrator is accountable to the Church Council through the Ministry and Personnel Team.
- Will be required to sign and adhere to a Code of Conduct, Confidentiality Agreement, and Anti-Bullying and Harassment Agreement.
- Position dependent on completion of a satisfactory vulnerable sector police record check