

Job Description

Office Administrator – St. Paul’s Presbyterian Church Hamilton, ON

**Permanent, part time position – 3 days, 19.5 hours a week scheduled
Tuesday to Thursday**

Who we are:

St. Paul’s Presbyterian Church is a Christian community in downtown Hamilton, embodying Jesus’ acceptance and love of all people and supporting the growth of God’s people in faith and service.

Ideal Candidate:

- Warm and welcoming
- Ability to manage tasks and deadlines independently while maintaining an organized workspace
- Proficient with Microsoft Office and other office software
- Minimum education level of high school or equivalent
- Relevant experience, ideally experience in the administration of religious/non-profit organizations



Basic Job Description:

- Manage the church office through data entry, bookkeeping, and file organization.
- To facilitate church communication to staff, the congregation and the public through bulletins, phone calls, email, website, social media, and the master church calendar.
- Be present to interface with the public and to provide on-site support to those using the facility during office hours
- Market the availability of various St. Paul’s facilities by proactively pursuing rental opportunities, developing promotional material and an online presence, networking to maintain current and discover new contacts in the community/municipal government.
- Schedule, coordinate, and manage the logistics required for events and other use of the facilities (opening/closing the building, set-up, tear-down, etc.)

Other tasks and responsibilities:

- Research for applicable grants (i.e. Canada Summer Jobs, YMCA Summer students, accessibility grants)
- Complete and submit grant applications
- Recruit and manage summer students
- Maintain online rental calendar and rental inquiries database
- Network and liaise with community groups and organizations to increase rentals
- Respond to rental enquiries, approve rental requests, secure rental contracts, and negotiate the terms (price/condition) of the contract
- Update website
- Support internal committees (provide feedback and support with updating forms, creating documents...)
- Attend Internal Committee Meetings as needed.
- Market & promote
- Manage Social media (Facebook, Twitter, Instagram)

Job Description

- Obtain quotes for improvements and keep track of pending improvements / funds allocated for this (through fundraising and outreach)
- Stage rooms
- Assist with the organization of fundraising initiatives
- Create marketing packages for weddings / rentals
- Create fundraising / sponsorship packages

How to Apply:

If interested, please send a cover letter and resume to info@stpaulshamilton.ca