



## Office Administrator

### Position Overview

Grace Bible Church, a growing church with a weekly attendance of 350-400 located in the heart of Galt (Cambridge), is looking for an enthusiastic and capable person to take on the role of Office Administrator. This is a vital role in supporting ministry staff and volunteer leads by ensuring smooth administrative operations, effective communication, and a well-organized calendar and facility schedule, while being a primary point of contact for visitors and external groups.

Time: 40 hours per week

Salary: \$50,000 per year

Reports to: Executive Pastor

### Key Responsibilities

#### 1. Communication

- Draft and distribute regular updates, announcements, and event information to the congregation via email, social media, and printed materials.
- Answer general inquiries by resolving or redirecting appropriately; manage various church email inboxes.
- Coordinate needs around events and meetings including set up, room bookings and escalate to Executive Pastor when needed.

#### 2. Planning Centre Management

- Maintain and manage workflows such as the membership pipeline, ensuring processes are not overly reliant on volunteers.
- Keep Planning Centre updated with accurate data, schedules, and communication templates.

#### 3. Volunteer Support & Coordination

- Support volunteers regarding responsibilities and schedules.
- Provide clear information to help volunteers feel equipped and valued, including training on Planning Center as needed.

- Assist ministry leaders in communicating information and updates to their teams.

#### **4. Calendar & Scheduling**

- Maintain the master church calendar, helping to coordinate events across ministries to avoid conflicts.
- Ensure all events are properly scheduled and communicated internally and externally.

#### **5. Building Use**

- Manage the building schedule and oversee the booking system for internal and external events.
- Coordinate with custodial and tech teams to ensure building readiness.
- Assist with drafting contracts for approval and signing.
- Provide access to keys and swipe cards as instructed.
- Support the scheduling and logistical coordination for subcontractor/vendor access to building.
- Forward information related to building deficiencies to appropriate individuals; support volunteers with access to information needed to perform tasks.

#### **6. General Administration**

- Assist staff and ministry leaders with administrative tasks including document preparation, meeting coordination, and follow ups.
- Maintain organized records and files for church operations and manage document retention.
- Greet and assist individuals at the door and by phone; manage daily office reception.
- Process incoming and outgoing mail
- Monitor office supply inventory and order as needed and approved.

#### **7. Supporting Financial Administration**

- Record weekly offerings, e-transfers, and pre-authorized debits; manage deposits.
- Record and process rental income.
- Collaborate with Treasurer and financial vendor as required.

Other duties as assigned.

#### **Qualifications**

- High school diploma (Grade 12) required.
- 3–5 years of experience in an office administrative role with previous church experience preferred.

- Proficiency in Planning Center, Microsoft Office Suite, and Mail Chimp.
- Strong organizational skills and ability to manage multiple tasks.
- Strong written/verbal communication and interpersonal skills.
- Ability to work independently and collaboratively within a team environment.
- Heart for ministry and a desire to support Grace Bible Church's mission.
- Agree to sign confidentiality statement and statement of faith.
- Vulnerable Sector Check required.

If you are interested in this position, please contact Sheri Phillips: [SheriP@gracegalt.com](mailto:SheriP@gracegalt.com).