

## **Part-time Administrative Assistant – The Village**

### ***Requirements:***

- Detailed and task oriented person
- Administrative, organizational and analytical skills
- Trusted to deal with some private information such as finances and giving
- Some financial and accounting knowledge would be of help
- Proficient in word, excel, social media platforms, computer skills
- Become a part of The Village community (if not already)
- Excellent interpersonal, oral and written communication skills
- Ability to manage multiple projects and work collaboratively
- Works well independent showing good judgment and initiative
- Task oriented, while being people focused

### ***Description:***

- Run social media platforms (i.e. FB page, instagram, twitter)
- Write and send a weekly email to Village email list when asked
- Become acquainted with Mail Chimp
- Update website when necessary
- File financial and giving information (to be given to bookkeeper)
- See that YTD date statements are distributed monthly or bi-monthly and before each lead team meeting
- Oversee volunteer scheduling (or support those who already lead in those positions)
  - o Worship team, Set-up crew, The Park, Greeters, Counters, Food Team, etc.
- Oversee planning centre, music team schedule (including sound & pro-presenter team)
- Be available on Sundays for questions or help
- Be available to department heads with support and encouragement
- Support lead pastor with administrative or logistical tasks
- Over see logistics for events (perhaps not every event, but many of them)
- Take and record notes from meetings of which they are in attendance
- Possible other duties:
  - o File financial and giving information (to be given to bookkeeper)
  - o See that YTD date statements are distributed monthly or bi-monthly and before each lead team meeting
  - o Be a liaison for DDSB lease or other rental agreements

### ***Direct report/Compensation/Hours:***

- Lead pastor
- 10-15 hours (part-time, no benefits)
- wages to be determined and discussed

Hours can be fulfilled during the day or evening. May require some evening & weekend events from time to time. Sunday's can count for a portion of the hours?

The Village is a church community in Whitby. We started in 2012 and are becoming a community of people who love God, love others and make the world better.

We view our Sunday morning gathering as an Intermission, 90 minutes to pause and reflect, and be reminded of and challenged by the person and story of Jesus.

We value three things: Discovery, Story & Community.

As important as Sunday is for us, Monday to Saturday is equally important. We gather on Sundays for worship, and scatter during the week, doing good, living out kingdom values, loving God and loving others.

You can learn more about us at [www.thevillagewhitby.ca](http://www.thevillagewhitby.ca), as well as on our FB page.

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