

## **Part-Time Church Administrator**

Are you called to a ministry of administration? St Matthew's United Church requires a part-time administrator whose skills combine attention to detail in record-keeping with the spiritual gift of hospitality. Our busy building is home to four congregations and regular and occasional community groups, needing coordination of a busy calendar. Excellent computer skills are a must, as most of our records have moved from paper to cloud-based systems. Experience in a church setting and/or experience working with volunteers is an asset.

**General Responsibilities:** To provide administrative support to St. Matthew's, the church Council and committees.

### **Skills Required**

- Strong organizational skills
- Proficient written and oral communication skills
- Able to attend to administrative details independently while exercising good judgment in keeping stakeholders adequately informed (Clergy, Council, Committee Chairs and Treasurer)
- Able to exercise discretion in handling confidential personal and financial information
- Able to work and communicate well with multiple constituent groups and individuals
- Able to meet internal and external deadlines on a weekly, monthly and annual basis
- Able to safeguard all resources of the Church

### **Qualifications:**

- Administrative experience managing the day-to-day operations of an office, including responsibility for all financial transactions.
- Proficiency using suite of Google Office/Libre/Open Office products (word processing, spreadsheets, slideshow apps) and QuickBooks Online
- Experience with social media and website administration, and understanding of church culture are assets
- Position dependent on completion of a satisfactory police check

### **Structure and Remuneration**

1. Non-exclusive, part-time employment (15 hours per week, partly on site and partly remote, to be negotiated)
2. Salary - \$ 314 per week plus benefits
3. Vacation – Two (2) weeks paid per year after each 12-month vacation entitlement period
4. Sick Time – Three (3) unpaid sick days per year

**Please submit resume to Mary Hobbs, Chair of the Ministry and Personnel Committee, St. Matthew's United Church, 12 Holloway Street, Belleville, ON K8P 1N8 or by email to: [mebhobbs@gmail.com](mailto:mebhobbs@gmail.com). Only successful candidates will be contacted. Job posting will close May 10, 2026.**