



Administrative Assistant

Who We Are

The Church of the Redeemer is a vibrant faith community dedicated to fostering a welcoming and inclusive environment. Our mission is to encourage spiritual growth, community engagement, and compassionate service. We are committed to upholding our core values of faith, compassion, and integrity in all that we do. When you join The Church of the Redeemer, you become part of our community. We share a commitment and determination to fulfill our mission.

The Opportunity - Description of the Role

As an integral member of the team, the Administrative Assistant will play a crucial role in supporting the daily operations of the Church of the Redeemer by ensuring the smooth and efficient functioning of our church office. The role receives direction from the Ministry Support Team, which includes clergy and lay leadership [Our Team \(theredeemer.ca\)](http://theredeemer.ca). We seek an administrative assistant who can move easily between performing daily routine tasks in the church office, to supporting leadership in the administrative aspects of their roles while ensuring a welcoming environment for parishioners, volunteers, guests, and staff.

To excel in this role, you will need to be efficient, detail-oriented and organized. Being able to build relationships easily and understanding how to engage with volunteers in a faith-based organization will also be crucial. Additionally, patience and compassion for our Common Table Program guests and volunteers will greatly contribute to your success. The role is expected to provide an onsite presence in the office with some flexibility for virtual work in consultation with management.

What You Will Get to Do

- Coordinate the daily operations of the church office, ensuring a welcoming environment for parishioners, volunteers, guests, and staff.
- Support the Ministry Support Team, including clergy and lay leadership, with administrative tasks and programming assistance.
- Administer office communications, including email (office@theredeemer.ca), phone systems, and digital platforms such as Zoom and Microsoft Calendar.
- Assist with the preparation of service bulletins and ministry updates.
- Maintain and manage digital and paper files.
- Administer annual Charitable Tax Receipts and Gifts of Stock under the supervision of the Parish Bookkeeper and Treasurer.

- Record incoming donations using Servant Keeper, ensuring data quality and completeness.
- Offer administrative assistance for specific engagement initiatives and ministry plans.
- Participate in staff meetings, contributing an administrative perspective to strategic planning.

Required Experience and Qualifications

- High school diploma or equivalent; some college coursework preferred.
- 2-3 years experience in administrative or clerical roles.
- Proven ability to prioritize work in an efficient and organized manner.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook, Microsoft Calendar).
- Basic knowledge of Zoom and/or MS Teams
- Experience with data entry and generating reports from a database.
- Excellent communication skills, both written and verbal.
- Ability to work independently and as part of a team.

Nice to Have

- Experience working in a faith-based or non-profit organization.
- Familiarity with Servant Keeper or other donation management software.
- Experience with event coordination
- Experience as a volunteer or in a volunteer coordination role.

Employment Type

Fulltime, 35 hours/week, Permanent.

Must be available to work onsite at The Church of the Redeemer. Must be eligible to work in Canada.

Staff Benefits

- The opportunity to work with a committed team of staff and volunteers who are passionate about the work of our organization and where you will experience our impact in the community through The Common Table.
- This position is eligible for employee benefits coverage. The full benefits offered will be discussed at the time of position offer.
- Eligible for participation in a benefits package, including health, dental, and pension
- 2 week's vacation annually, and all statutory holidays
- 6 paid sick days

Salary

The salary range for this role is \$45,000-\$50,000 based on qualifications and experience.

Our commitment to inclusive hiring practices

We encourage you to apply even if your experience doesn't perfectly align with every qualification listed. We are looking for individuals who are eager to learn and grow with us.

The members of our community are from a variety of backgrounds. Everyone is welcome. When requested, The Church of the Redeemer will provide access and inclusion supports to eligible candidates to support their full engagement during the interview and assessment process. Information received related to access or inclusion will be addressed confidentially.

Application Process

To apply for this position, forward your application to AdvisoryBoard@theredeemer.ca.

Only those applicants selected for an interview will be contacted. In accordance with our hiring policy, employment at The Church of the Redeemer is conditional upon the receipt of all necessary documentation.