

POSITION DESCRIPTION

Administrative Assistant

A. Primary Focus

To provide exceptional administrative support for the staff, volunteers and attendees of StoneRidge and to oversee the daily operations of the church office and its functions.

B. Areas of Responsibility

Office Oversight

- Assist with calls and enquiries from church members and the general public.
- Work with insurance providers to help ensure adequate coverage and good lines of communication.
- Ensure that the church calendar is accurate and up-to-date including all pre-booked rooms and ongoing facility uses by various ministries.
- Provide oversight to office volunteers
- Weekly email communication with congregation
- Assist with general administrative duties, including but not limited to: answering emails, booking rooms, reviewing expense reports, booking travel, refreshing office supplies, liaison with service & equipment providers, etc.

Staff & Leadership Support

- Serve as a key member of the staff team.
- Ensure the church database is up-to-date and accurate.
- Update key metrics and capture data for analysis by others (attendance, giving, etc.)
- Function as the Executive Assistant to the Senior Pastor as needed.

Financial Processing

- Input invoices and expenses to Quickbooks and prepare cheques for signing.
- Coordinate the on premises annual audit
- Provide financial reports to Staff and Board members as needed.
- Input the bi-weekly staff payroll submission and ensure all reports are accurate.
- Prepare yearly Charitable Receipts

Board Support

- Assist the Board Chair in preparing for monthly Board meetings and act as the recording secretary at the meetings.
- Support the Board in preparation for the AGM - specifically work with the Board Chair and Secretary on meeting notice, minutes, tracking attendance, etc.
- Manage the church membership list
- Reports and communication with CRA, RJSC

C. Scope

Qualifications

- A committed disciple of Jesus who passionately loves the local church.
- Fully aligned with the mission, vision & values of StoneRidge and a passion to work towards the outcomes expressed in our Strategic Plan.
- Spiritual gift mix to include at least 2 of - Administration, Helps, Hospitality, Encouragement.
- Very well organized self starter with strong time management skills and great communication skills.
- A loyal, hard working, team player.
- Proven ability to work in a high trust position and deal with sensitive & confidential information appropriately.
- Works well independently and collaboratively when called upon by other staff and volunteers.
- Minimum 5 years experience preferably in an office environment.

Accountability

- This position reports directly to the Senior Pastor
- This is a full-time, permanent position.
- Salary and benefits in line with FEB Atlantic
- Preferred start date June '24