



## **Ministry Position: Office Administrator**

Steele Heights Baptist Church is an intercultural, intergenerational faith community dedicated to sharing the love of Christ with the North East Edmonton community through discipleship, service, and fellowship. We are seeking a dedicated and organized Church Office Administrator to support the daily operations of the church and ensure the smooth functioning of administrative tasks.

The Church Office Administrator plays a crucial role in the life of the church by overseeing office operations, supporting pastoral staff, coordinating communication, and maintaining accurate records. This individual serves as a point of contact for visitors and members, providing a warm and helpful presence that reflects our church's mission and values.

The key responsibilities of the Office Administrator are included, but not limited to:

- Overseeing the day-to-day administrative operations of the church office, which includes managing the office email and answering phones
- Serving as the point of contact for church members, visitors, and community inquiries
- Being responsible for church wide emails & communication
- Managing the church database (Community Church Builder- PushPay ChMS) and updating the church website (WordPress), app & social media
- Maintaining church records, both digitally and in paper form, including membership, visitor attendance, volunteers, and staffing records
- Creating forms and running reports
- Managing the church calendar and scheduling use of the church facilities, including rentals & key coordination
- Coordinating with ministry leaders & pastors to support programs and events (Birthdays, Retreats, Team Building, End of Tenure)
- Assisting the Bookkeeper with basic financial tasks
- Ordering office and ministry supplies as needed, including handling benevolence disbursements
- Maintaining confidentiality and professionalism at all times
- Policy & staffing support as needed (OHS & insurance compliance)
- Supporting technology & assisting staff

**Qualifications:**

- Agreement with the Church's Statement of Faith (see our website [shbc.ca](http://shbc.ca))
- Previous administrative or office management experience (church setting preferred)
- Strong organizational and time management skills
- Excellent written and verbal communication skills
- Proficient in Microsoft Office (Word, Excel, Outlook) and comfortable with church management software (CCB, website, app)
- Ability to work independently and collaboratively
- Friendly, welcoming demeanor and a heart for ministry
- High school diploma or equivalent required
- A Police Check will be required

**Terms of Employment:** Permanent, Monday through Friday, 40 hours per week.

**Rate of Pay:** Competitive salary and benefit package

**How to Apply:** Email your resume and cover letter to [office@shbc.ca](mailto:office@shbc.ca) by July 4, 2025, the closing date.

**We thank all applicants for their interest. However, only those selected for an interview will be contacted.**