

CHURCH OF THE RESURRECTION
3191 RIVERSIDE DRIVE
OTTAWA, ON K1V 8N8
churchresurrection@rogers.com

Administrative Assistant (AA)

Temporary Part-Time: 9 hours/week (12-month contract) 3 Mornings for 3 hours

Reporting to the Incumbent Priest (IP), the AA provides administrative support and reception duties at the employer's place of business.

Responsibilities:

- Reception duties which include a) answering of telephone and voice mail b) answering in-person enquiries c) issuing keys d) other reception duties as may be needed and from time to time assigned.
- Preparation of Bulletins and relevant materials for Sunday services.
- Preparation of correspondence for the IP and Wardens.
- Assist the IP in keeping up lists of Parish members, and in gathering information for the overall care of the Parish.
- Preparation, sorting and distribution of materials and documents relating to the activity and life of the parish.
- Preparation of the Annual Report to Vestry under the supervision of the IP and Wardens
- Maintenance of the filing systems, both of paper copy and electronic copy correspondence and documents.
- Make booking arrangements with church groups and other agencies seeking use of the church facilities or rent or at no cost (gratis).
- Sorting and distribution of all incoming mail, by hand, postal and electronic means.
- Provide administrative assistance to other groups in the parish, if requested, after consultation with the IP.
- Maintain office equipment owned and operated by the parish and/or Riverside Churches of Ottawa, advising the IP or Corporation of maintenance and inventory needs where necessary.
- When requested by the Corporation, prepare a draft fiscal year budget for the office.
- Work collaboratively where directed with the Administrative Assistant from Riverside United Church.

Qualifications

- Secondary School graduate. Post secondary school education desirable.
- Strong communications skills in English required, some proficiency in French desirable but not required.
- Knowledge of standard office procedures, bookkeeping and computer skills
- First Aid Certification.
- Current Police Records Check (Vulnerable Sector).

Please apply by email to the Reverend Richard Durrett
richarddurrett@rogers.com