

PART-TIME OFFICE ADMINISTRATOR
KITCHISSIPPI UNITED CHURCH
630 ISLAND PARK DRIVE, OTTAWA, ONTARIO, K1Y 0B7

Kitchissippi United Church is a dynamic congregation from all walks of life. We are called to be united by a common purpose - to be a good neighbour to make the world a better place. We welcome and affirm people of diversity of ages, race, gender identity and expression, sexual orientation, physical and mental ability and economics - Rooted in Faith - Growing in God's Love - Caring for each other and all creation. Come make a difference!

We are seeking a person to begin in late August with knowledge of, and experience with, financial bookkeeping systems; a preference will be given to knowledge of QuickBooks or other church-related financial systems or a willingness to learn. The individual should also have experience with Microsoft Office including Excel and PowerPoint.

The Office Administrator is the first point of contact for all church personnel, community members and visitors. Essential qualities include excellent command of the English language, strong interpersonal and organizational skills, and the ability to work independently.

As Office Administrator, you will have the opportunity to work independently and collaboratively on varied tasks with a variety of people. This 20-hour-a-week position offers pension and benefits as well as free parking. The hours are flexible and can be negotiated to meet individual needs.

In this key role, you will work with the Treasurer and Chair of the Finance Committee on all bookkeeping and accounting matters. You will be responsible for general administration such as managing incoming calls and e-mails, disseminating weekly communications to the congregation, and maintaining church records and contracts. In addition, you will liaise with all potential renters and manage the rental program. You will have support from a significant volunteer network.

Compensation will be commensurate with qualifications and experience – to be determined. A Vulnerable Sector police records check will be required.

Applications or expression of interest will be accepted until the close of business on May 31, 2024 and should be sent to admin@kitchissippiuc.com; please specify 'Resume' in the subject line.