

## **Job Posting – Secretary, Christ Church (Parish) Church, Anglican Parish of Fredericton**

The purpose of the Secretary's position is to manage the day-to-day operation of the church office and to provide support to the Rector and groups within the church as well as other groups using the church facilities. The successful applicant will work approximately 17 hours per week, mornings and one afternoon. This position requires an understanding of and commitment to our Christian community's desire to cultivate a spiritual relationship with God and with one another and to serve the needs of those beyond our walls.

(For applicants with accounting skills and experience there is the possibility of an additional 6 hours/week to maintain the church's financial records. Knowledge of Quickbooks is required. This would include accounts payable, deposits, monthly financial reports, bank reconciliations, etc.)

Applications will be accepted until position is filled.

### **Specific Job Skills:**

- Organizational skills
- Strong interpersonal and communication skills
- Ability to prioritize and multi-task

**Literacy Skills:** Must have a good command of basic grammar and sentence structure and proofreading skills

**Computer Skills:** Must be adept in the use of Microsoft Excel, Word and Publisher, Internet, E-mail and website management. Experience in using PowerPoint and small database systems would be a definite asset.

**Personality and Interpersonal Skills:** This position requires a pleasant personality, maturity, responsibility, reliability and patience. The successful applicant should be:

- a good listener with genuine interest in others
- comfortable working with people who are in a variety of personal circumstances
- discreet and able to maintain confidentiality
- calm in a busy environment
- ability to work with minimum supervision
- able to work closely and cooperatively with other staff and volunteers
- willing to make serving others a priority

**Key responsibilities:** reception, general office duties, record keeping, church bulletins. For a detailed list of some of the tasks see *Secretary's Responsibilities*.

### **Secretary's Responsibility:**

#### **General Office Duties**

- *reception duties*
- *schedules for volunteers*
- *bulletins for Sundays and special services; special mail outs*
- *updating of church membership lists*
- *order, create and maintain general forms; filing*
- *handle mail, order office supplies, maintain office machinery*
- *facilitate communication within the parish through phone calls, e-mails, etc.*

### **Facility Use**

- *in consultation with the Rector, handle requests from parish and community to use the church facilities*
- *coordinate events to ensure there is no overlap in facility use*
- *arrange access for individuals using church facilities and for lock up following events*
- *maintain an office wall calendar*

### **Special Events**

- *create signs and sign-up sheets for events*
- *sell tickets and track ticket sales*
- *fill out forms and certificates for baptism, weddings, confirmations and funerals*
- *type, print and assemble annual reports*

***Applications may be dropped off at the Church or E-mailed to [CCPC@nb.aibn.com](mailto:CCPC@nb.aibn.com), Subject: Job Posting. Salary commensurate with experience. Applications will be accepted until the position is filled.***