

office coordinator

Office Coordinator

Role, Skills, Responsibilities

Position: Office Coordinator

Full Time

Location: New Hope Church - London, Ontario

Description

The Office Coordinator should have a clear understanding of the mission and core values of New Hope. He/she should have the ability to meet deadlines and manage his/her own time within an active office environment with frequent interruptions.

Responsibilities

- Report Directly to the Lead Pastor/Executive Pastor
- Primary contact for New Hope's office
- Maintain church records, including directory information and attendance; complete office filing and general correspondence; update and maintain Servant Keeper (SK) Membership database including tracking of all courses taken by participants
- Add photos and update new givers in SK, determine who is regular (attendance) and change status
- Maintain Constant Contact lists and transfer info from Canada Helps to SK database as needed
- Answer telephone and counter inquiries, schedule room bookings, order supplies, process room rentals
- Process all incoming and outgoing correspondence including daily mail
- Respond to all incoming emails and ensure group contact lists are current
- Send "in memory of" letters
- Support the office team with filing and sorting invoices
- Administration and coordination of water baptism, baby dedications, marriages, and deaths; prepare certificates and coordinate staff to perform ceremony
- Maintain Church registry with regards to baptism, dedications, marriages and deaths
- Prepare and maintain office directory and people directory
- Organize room schedule for small groups, liaise with facility staff with regards to upcoming events; complete room preparation and set up
- Responsible for all facility keys and building entrance codes
- Maintain office equipment such as computers, printers, copiers, software and A/V equipment
- Organize Sunday communion and coordinate information centre, conduct welcome phone calls



- Produce "guest welcome" packs for the information centre
- Assist in the creation and design of printed materials for adult ministries, order program literature
- Assist the Tech and Production Director with information for the website and social media
- Maintain contact with Library Coordinator and help with supply needs
- Responsible for maintaining petty cash and coordinating/reconciling credit card invoices
- Coordination of cleaning and maintenance for New Hope including landscaping, snow removal, building repairs etc.
- Organize inspections, repairs and painting of the building; purchase supplies when necessary
- Maintain kitchen and washroom supplies
- Assist with LifeGroups including details of individual participants in each group
- Help with registration for crisis groups such as GriefShare and DivorceCare
- Coordinate attendance and participants of life groups/various courses and send out regular communications, email group discussion materials to group leaders
- Coordinate date and time of all Adult programs; provide administrative support to Volunteer leaders and Group leaders including copying materials and sending communications by email
- Order supplies for Adult Ministry groups including textbooks and DVDs
- Coordinate room set up for Adult Ministry leaders; provide attendance sheet for the leaders
- Ensure that coffee supplies are available for Adult Ministries
- Assist in the process of recruiting volunteers within the church
- Oversee all aspects of volunteer management for the Care team including nursing home visits, food preparation schedule and distribution of food, flowers, cards, etc.
- Attend to details of several Church wide events – including BBQ, Ice Cream days, etc.
- Be an active participant in the general life of the congregation Youth and Kids area support such as helping with police checks, printing, curriculum set up, etc.
- Support the Administrative Assistant in tasks as needed such as entering Pre-Authorized donations into Servant Keeper
- Liaise with Host Team Coordinator on all Host Team needs and update the procedures for the Information Centre 2-3 times per year

Qualifications

- Exemplify the leadership qualities listed in 1 Timothy 3:1-6 and Galatians 5:22-23
- Fully aligned with the message, mission and ministry strategy of New Hope with a spiritual maturity to support the growth of New Hope.
- Preference will be given to candidates that have training through a recognized bible college/seminary; at minimum, post-secondary education in Office or Business Administration or a related field
- Be patient, energetic, fun-loving and self-motivated



- Valid G Driver's License is preferred
- Provide a current valid Criminal Records Check with Vulnerable Sector screening, clear of any incidents

Contact

Please submit a cover letter and resume to denise@newhopelondon.com

New Hope Community Church
4009 Colonel Talbot Road, London, ON N6P 1E8
www.newhopelondon.com
Email: denise@newhopelondon.com

We thank all applicants for applying, however, only those chosen for an interview will be contacted.