



## St. Paul's United Church

11526 –76 Avenue NW Edmonton, Alberta T6G 0K7

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### **Re: Job Posting for Office Administrator**

St. Paul's United Church is an Affirming congregation within the United Church of Canada. As such, we reach out with love and acceptance to all those who come through our doors regardless of sexual orientation, age, gender, racial or ethnic background, differing abilities, economic or cultural background.

We are seeking an Office Administrator on a full-time (35 hours/week) permanent basis. This position manages the day to day activities through connections with congregants and the public, compiling the bulletins, newsletters and reports and maintaining the procedures that support the ongoing work of the church.

The main areas of responsibility are:

- 1) Reception
- 2) Weekly and monthly document preparation
- 3) Coordination of Church community life
- 4) Office administration and maintenance

Qualifications:

- Strong interpersonal and communication skills
- Experience with a variety of programs i.e. Word, Excel, Mail Chimp and
- Computer system maintenance.

Please submit a resume to the church office.