

## **We Are Hiring - Office Administrator (Permanent Part Time, 3-4 days/week)**

### **The Position**

McDougall United Church is looking for an experienced Office Administrator to work as a member of our support team performing a variety of administrative and financial duties. Responsibilities include providing support to Ministry staff, Church Council, various church ministry groups, other staff, volunteers and the public, managing general administrative activities along with basic bookkeeping and accounting. The ideal candidate will have excellent oral and written communication skills and be able to organize and perform their work using the MS Office Suite (Word, Excel, PowerPoint, and Publisher) and have a good knowledge of office equipment. Proficiency with accounting software (QuickBooks), membership management software (Logos), website maintenance and use of social media are highly desirable. You can expect competitive compensation and benefits, and a fulfilling and supportive work environment.

If you would like to see a job description, email [gvwatts1@gmail.com](mailto:gvwatts1@gmail.com) and request a copy.

McDougall United Church is an Affirming Congregation. We welcome everyone into our community including minorities and marginalized groups, LGBTQ, and transgender members of the community. We require our staff to be accepting, inclusive, non-judgemental, and fair in their every interaction with each other and with all people who come through our doors.

### **How to Apply and Application Deadline**

Apply by email to [gvwatts1@gmail.com](mailto:gvwatts1@gmail.com) with "McDougall Office Administrator" in the subject line; attach a cover letter and a recent resume.

The deadline for applications is Thursday, August 31, 2017; however, candidate selection and interviews will begin on Tuesday, August 22, 2017. We thank all applicants for their interest. Only those selected for an interview will be contacted.

**Note:** The successful candidate will be required to provide a current Criminal Records /Vulnerable Sector Check.