

NEXT CHURCH Job Posting (Dec. 17, 2014)

Next Church is currently seeking a part-time Communication & Administration Co-ordinator as a maternity leave position (currently 6 month term with possibility of extension).

The Next community holds a high degree of commitment to the life and faith that is held in common. In any community – especially a grass-roots, self-starting community like Next – there are always a number of significant initiatives on the go. Like a human body, Next requires the free flow of information between many people for coordinated movement and ongoing life to occur. Clear and consistent communication is essential for the many parts of Next Church to come together to live out the mission God has given.

Interested individuals can submit their cover letter and resume to infonychurch@gmail.com Attn: Steve Lapp. Alternately, by mail: 89 Colborne St Kingston ON K7K 1C8. Applications will continue to be received until the position is filled. Website: www.nextchurch.com

Job Title: Communication & Administration Coordinator
(6 Months Maternity Leave with possibility of extension)
Time Commitment: 12 hours/week - days flexible (\$14.00/hr);
Reports to: Designated Elder
Reporting Staff: None

1. Job Summary

Reporting directly to the Designated Elder and working within a staff team that includes the Facility Coordinator, The Communication & Administration Coordinator, will assist the Elders with ongoing church communication and is responsible for routine office administration.

2. Major Duties and Responsibilities

- Co-ordinates and assists with the distribution of information through the various communication media:

- Prepares the visual and verbal announcements for Sunday Mornings;
- Creates and maintains the various church bulletin boards;
- Ensures the website and other social networking sites are active, accurate and regularly updated;
- Drafts regular email newsletters, soliciting information from various leaders as appropriate;
- Updates the outdoor sign and sandwich boards as needed;
- Creates and distributes printed invites, announcements, directory, and other materials as directed.

- Provide strong administrative assistance for Sunday Morning gatherings:
 - co-ordinates and communicates with assigned individuals regarding roles and reminders for Sunday services;
 - ensures announcements are up-to-date;
 - prints order of service for MC, music leader, media folks, etc.;
 - organizes Sunday Morning volunteers' schedule on a rotational basis;
 - makes sure there are communion elements for communion Sundays.

- Performs general office duties:
 - phone and email management including delivery of messages;
 - opens, sorts, reviews and distributes mail;
 - classifies, sorts and files minutes and other documents;
 - prepares responses to routine inquiries;
 - mail pick-up and distribution;
 - photocopying; faxing; shredding; and ordering of office supplies;
 - receives and processes invoices for Facility Coordinator.

- Maintains open and good-flowing communication within the church and the community.

- Co-ordinates and executes, under the direction of the Treasurer, deposits, processing donations including offerings, processing of cheque requisitions/bill payments and pay cheques for contract staff.

- Co-ordinates up-to-date schedules for the various ministry areas and provides administrative help for the Next retreat.

3. Education/Experience/Training expectations

- Post-secondary education
- Experience in a related area
- Proficient in various computer and web-based applications including Libre Office, Microsoft Office (Word, Excel, Powerpoint), Gmail, Wordpress, Google Calendar & Documents, Doodle, Facebook, Twitter and others.

4. Skills and Knowledge base expectations

- Excellent verbal and written communication skills.
- Demonstrated ability and willingness to be flexible, interruptible, to learn new things quickly, and to adapt quickly to new and changing situations.
- Demonstrated ability to communicate effectively, courteously and tactfully with Church members, people of the community, organizations and businesses.
- Ability to develop budget and work within those budgetary constraints.

- Demonstrated task management in a busy environment with competing demands.
- Attention to detail, accuracy and ability to maintain confidentiality.
- Ability to manage resources and establish priorities.
- Strong interpersonal skills and ability to deal effectively in a team environment.
- Ability to foster a cooperative work environment.
- Ability to manage volunteers and foster a cooperative work environment.

5. Physical and Mental Effort expectations

- Sitting at a desk and computer terminal for extended periods of time each day.
- Subject to various deadlines on an hourly, daily, weekly, and monthly basis.

6. Working Conditions and Environment

- Work is predominantly in a general office area, with meetings are held off-site as required.
- Is expected to be available to support Sunday Morning gatherings, however alternate arrangements could be made.

The above reflects the general duties considered necessary to describe the principal functions of the job as identified and shall not be considered as a detailed description of all the work requirements that may be inherent in the position.