



Office Administrator

Redeemer Alliance Church

4825 Innes Road

Orleans, ON K4A 4J3

The purpose of this role is to provide administrative support to pastoral staff, servant leaders, ministry leads, members and congregants of Redeemer Alliance Church in the filling or vision to be a community of believers committed to reaching Orleans for Christ.

The Church Administrator must:

- Demonstrate a growing personal Christian faith.
- Possess strong interpersonal skills that result in effective team dynamics and coordination.
- Be able to respect a high degree of privacy and commitment to confidentiality.
- Pay attention to detail and follow-up in ensuring effective administrative operations and coordination.
- Be adept with Microsoft Office software suite and be willing to learn new software suites.

The list of responsibilities include:

- Be the first point of contact many will encounter when contacting Redeemer Alliance Church, whether it be through the front door, telephone or email.
- Assist the pastoral staff, servant leaders, ministry leaders, members and congregants with confidentiality, communication, and administration to ensure ministry success.
- Establish and maintain effective paper and electronic filing systems for church documentation and correspondence.
- Assist with publishing to Redeemer's online presence through various social media platforms utilized, website, weekly "Redeemer Update" email and electronic sign.
- Maintain records, church key register, office supplies and other administrative support requirements.

The Office Administrator shall report to the Lead Pastor through the Office Manager and shall work 15 hours between Monday and Friday 9:00 am to 5:30 pm. The holder of the position

must be a member of Redeemer Alliance Church, or eligible to become a member after the appointment has been accepted. The position will be remunerated on agreement with the Lead Pastor and Treasurer, with an effective start date of no later than 17 November.