

Employment Opportunity - Posting

The Salvation Army - [Division or THQ or NRO]



Giving
Hope
Today

Job Title:	Administrative Coordinator	Competition #:	
Ministry Unit/Dept:	Cascade Community Church, Abbotsford, B.C.	Status:	Full time (28 – 32 hours/week) with excellent employee benefits
Salary Range:	\$16.56 - \$20.70/hour	Date Posted:	
Address:	35190 DeLair Road, Abbotsford, B.C. V3G 2E2	Posting Expires:	November 16, 2021
Applications Accepted By:			
Fax or E-mail: sylvia.antonescu@salvationarmy.ca Attention: Human Relations Advisor Please no phone calls.		Mail:	
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values:</p> <p>Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
POSITION PURPOSE SUMMARY:			
<p>The Administrative Coordinator will be responsible for the effectiveness of the Cascade Community Church office and its support function.</p>			
BASIC FUNCTIONS/RESPONSIBILITIES:			
Duties/Expectations of Administrative Coordinator:			
<ul style="list-style-type: none"> • Provide primary administrative support to Corps Officers, including arranging of pastoral care in their absence • Handle telephone calls, screen when necessary, book appointments and receive visitors to Cascade Community Church (CCC) • Provide oversight and coordination of daily activities and troubleshoot all operational issues at 			

Cascade Community Church by working with custodial and pastoral staff

- Oversee all general clerical duties including correspondence, filing, photocopying, receipting, outgoing and incoming mail, respond to difficult enquiries on behalf of the Corps Officers when necessary
- Prepare and deliver expense statements for approval and online filing
- Ensure the completion of various errands such as post office, banking, deliveries and supply pick-up
- Handle and ensure the protection of extremely confidential and sensitive employee/Corps Officers, client and/or program files/information
- Prepare bank deposits and deposit on a timely basis; and ensure that all policies and procedures around money handling are adhered to
- Management of office printers, office supplies and technical support as required and maintain church email accounts
- Maintain petty cash and set up cash floats as needed for in-house functions; order of tithing envelopes, keep list up to date
- Coordination of church volunteers, in connection with Corps Officers: ensures required forms are completed, volunteer training and appreciation, coordinating volunteers for certain events, facilitate communication between volunteers and staff, maintain an up-to-date volunteer data base
- Secondary administrative support to Community Ministries Coordinator
- Take primary responsibility for the Cascade Community Church database of Member and Adherent Information
- Develop and publish a church directory for internal use
- Enter all stats for all areas of the ministries into SAMIS
- Keep CCC in compliance with Privacy Laws as they relate to office functions
- Update of the CCC family photo board, CCC family mailboxes and other notice boards throughout the building
- Process camp applications and fees from the church
- Give oversight to all church keys and security codes
- Assist with Sunday worship schedule, ensuring all areas are filled
- Prepare bulletin and inserts, printing, ensuring volunteers complete folding
- Upload audio version or video of sermon and post to our website and or YouTube
- Confirm bookings, updating and communicating price lists, meeting with clients, determining renters' requirements, completion of rental agreements, contacting necessary personnel for a variety of functions
- Refer bookings requiring catering to designated catering companies
- Ensure that external bookings do not conflict with church ministry
- Completion of function information sheets for all outside group and in-house functions and distributing copies to the necessary personnel
- Advise and direct the decoration of facilities by rental groups
- Prepare, forward and follow up of invoices for bookings
- Provide the Officers, Community Ministries Coordinator, and Maintenance Staff with all records of monthly bookings and in-house functions
- Organize office work projects to support the various ministries at Cascade Community Church
- Demonstrate the highest levels of cooperative interpersonal skills and hospitality
- Prepare coffee and tea for certain functions as needed or appoint a person to facilitate
- Formulate, update and maintain inventory of all kitchen supplies
- Supply copy and graphics etc. to the webmaster for use on the websites in conjunction and with

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

approval from the officers or pastors

- Attendance at office meetings
- Design, proofread and edit information brochures, flyers, posters, registration forms, bulletin inserts, tickets, and signage for all departments of Cascade Community Church, and manage their in-house production.
- Maintain the literature rack by replenishing and/or revising brochures as needed
- When necessary, place and design newspaper advertising
- Take digital photographs when needed for promotional material
- Oversee volunteers in carrying out various projects – ensure volunteers working with children have required paperwork/documents/training completed
- Maintain working inventory for items needed for regular church functions
- Work with and train as needed individuals and volunteers in the church to know how to do basic kitchen duties
- Oversight of Custodians schedule and custodial duties if head custodian is off sick and on-call custodian is not available
- Other tasks as needed or requested by Corps Officers

Organizational Responsibilities:

- Adheres to standards consistent with the values and philosophy of The Salvation Army
- Supports the vision, values and mission of The Salvation Army Cascade Community Church and its committees and leadership teams
- Participates fully and constructively in staff meetings and in-service training; serves on appropriate committees
- Engages in meetings with supervisor when requested
- Engages in formal evaluation sessions with supervisor at three to twelve months in the first year of employment and annually thereafter
- Reads, follows and suggests improvements to The Salvation Army Abbotsford Policy and Procedures Manual
- Represents the organization in a professional manner

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

Education/Certifications:

The successful job applicant will have completed high school, plus specialized courses of up to six (6) months.

NOTE: An alternative level of education and experience may be acceptable.

Experience:

One to three years of prior related experience, including, administrative experience and experience dealing with office equipment and tools.

Physical effort/Dexterity required:

The performance of the job requires a moderate amount of sitting, walking and keyboarding and occasionally standing, bending, and lifting up to 10 pounds.

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.

Qualifications:

- A Criminal Record Check and The Salvation Army Internal Child Abuse Registry Clearance
- The ability to work in an environment of confidentiality and change
- Proven experience/ability in organizing events – weddings, funerals, etc.
- Completion of mandatory online training programs as required by DHQ/THQ
- Excellent interpersonal skills towards staff, clients, volunteers and the congregation
- A desire to be creative, innovative, a self-starter and requires minimal supervision
- Excellent oral and written communication skills
- Computer skills and have experience working with Microsoft Office – including Excel, PowerPoint, Word, Publisher, etc.
- A Grade 12 Graduation Certificate
- A valid BC License

PREFERRED SKILLS/CAPABILITIES:

Experience in working in a similar work environment would be an asset.

Successful candidates, prior to hiring, may be required to provide:

- Background check consent.
- A clear vulnerable sector screening.
- A clean drivers abstract.
- Completion of our online Armatus Abuse Training and required Health and Safety training.

PRECAUTIONARY MEASURES:

The incumbent must take the following precautionary measures (in addition to health and safety rules):

- Universal Precautions
- Foodsafe Training

HOURS: 28 – 32 hours/week

This position may require working on occasional Saturdays/Sundays.

In support of our commitment to a healthy and safe workplace and community, The Salvation Army (TSA) has a vaccination requirement for all employees in Canada. The successful candidate will be made an offer of employment on the condition of being fully vaccinated against COVID-19 and will be required to provide proof of full vaccination, prior to their employment start date. The requirement to be fully vaccinated is subject to provincial/territorial human rights legislation. If the candidate is unable to vaccinate for a reason protected by the Human Rights Code, a request for accommodation can be submitted and written proof satisfactory to TSA will be required.

The Salvation Army will accommodate candidates as required under applicable human rights legislation. If you require a disability-related accommodation during this process, please inform us of your requirements.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.



The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world. Each position contributes to the mission of The Salvation Army.