

First United Church in Bathurst, NB is accepting applications for the position of full-time, permanent Office Administrator. The successful applicant will work closely with the Minister, Custodian and Musical Director to conduct the operations of the church.

Location: 309 St. Patrick Street, Bathurst, NB E2A 1E2

Job Duties: Responsibilities include the general operation of the church office. This includes, but is not limited to, preparation of weekly church and special bulletins, congregational communications, annual reports, maintenance of church records, maintenance of banking activities - including petty cash, deposits, recording donations, etc. Duties also include preparation of weekly CD ministry packages, control of office supplies and maintenance of the church website.

Skills: Competence with the Microsoft Office Suite of software, as well as other relevant computer skills, i.e. email, CD burning, etc.
Effective oral and telephone communication skills. Confidentiality is a must.
Effective office management skills, including receptionist, filing, banking, scheduling and mailing.
Strong work ethic, team player, organized and reliable.

Experience: Minimum of 2 years in an office setting.

Education: High School graduation, with some post high school an asset.

Security: Criminal record check at personal expense. At least 2 references required.

Hours: 35 hours per week

Wage: \$14 - \$16 per hour, commensurate with education and experience.

Benefits: Vacation, sick leave, compassionate leave as well as pension and various insurances as per United Church benefits package.

Interested candidates should apply in email to Wayne Lord at elordwam@nbnet.nb.ca. Deadline for applications is 12 noon on April 17, 2020.