



## **JOB DESCRIPTION**

### **ADMINISTRATIVE COORDINATOR**

This is a full-time or part-time contract position in the first year, with a 3-month probationary period. This position has the potential to grow into a permanent full-time Administrative Director position.

Expected annual salary range: \$54,000 - 58,000

### **POSITION DESCRIPTION**

The Administrative Coordinator facilitates the efficient day-to-day operation of the church and helps maintain a productive office environment.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The Administrative Coordinator performs a wide range of duties including the following:

#### ***Office Administration:***

1. Act as a receptionist for visitors/callers to the church, both in person or by telephone in a professional and courteous manner
2. Perform secretarial/receptionist duties for the pastoral team, which relate to the operations of the church; e.g. pass messages and information, and assist in tracking appointments.
3. Schedule meetings, room bookings and special events following the church venue usage policy
4. Maintain office operations by organizing office operations and procedures, processing correspondence, designing filing systems, and reviewing and seeking approval for supply requisitions.
5. Manage and update the church database by defining procedures for the retention, protection, retrieval, transfer, and disposal of records.
6. Keep the pastoral team informed by reviewing and summarizing information, and identifying trends.
7. Maintain official church registers of members, marriages and baptisms.
8. Order and maintain a sufficient supply for office and church operations; e.g. office supplies, and worship supplies.



9. Pick up mail and parcels at the post office and distribute them as required.
10. Check all incoming emails and act upon or distribute them as required.
11. Upgrade knowledge of computer software and update church computer software as necessary, to meet church needs.
12. Ensure and maintain information on the church website is accurate and up-to-date based on information provided by the pastoral team.
13. Be present in the church office during church office hours.

***Coordination:***

1. Coordinate with the staff team and ministry team leaders regularly on weekly logistics for worship services, Oikos, meetings, training, conferences etc.
2. Help plan, coordinate and support weekly church events, including retreats, picnics, workshops etc.
3. Oversee the booking of virtual meetings, and office facilities and help resolve conflicting schedules.
4. Coordinate food and drinks for ministry meetings, luncheons and workshops.
5. Liaise with various suppliers for print jobs such as series promos, name tags, t-shirt printing, signages etc.

***Assist with financial management:***

1. Preparing payroll and payroll information.
2. Process accounts payable ensuring timeliness and accuracy of information.
3. Process weekly offerings, and enter weekly offerings from different platforms in a timely and accurate manner.
4. Administer petty cash according to established procedures.
5. Prepare yearly offering receipts for donors.
6. Assign offering numbers and issue letters to new donors.
7. Conduct office inventory count at year-end.
8. Update donor list ensuring the accuracy of information.
9. Arrange for cheques to be signed and prepare cheques for mailing.
10. Reconcile monthly bank statements.
11. Assemble and distribute monthly financial statements.
12. Maintain employee files and records ensuring all information is updated and in compliance with regulatory and Canada Revenue Agency (CRA) requirements.
13. Assist in the preparation of the budget for office administration.

## **QUALIFICATIONS:**

1. Be computer and website literate and possess the knowledge and operational skills of the internet, social media and e-mail, e.g. Facebook, and Instagram.
2. Proficiency in computer programs, e.g. Microsoft Word, PowerPoint and Excel.
3. Proficiency in Gmail, Drive, Google Docs, sheets, slides and forms.
4. Proficiency in the use of online meeting platforms such as Zoom.
5. Efficient word processing skills, accurate spelling, filing, data entry and typing skills (e.g. 50-60 words per minute). Able to type in both the English and traditional Chinese languages.
6. Fluent in speaking English and Cantonese. The ability to communicate in Mandarin is an asset.
7. Possesses bookkeeping and basic accounting skills. Payroll experience is an asset.
8. Proficiency in various office equipment e.g. Fax machine, photocopier, printer, projector and basic network knowledge.
9. Possess knowledge of administrative and clerical procedures and systems skills including files and records.
10. Possesses experience in organizing and managing an office with minimal direction and supervision.
11. Possesses good administrative abilities. Experience in the Christian ministries is an asset.
12. Have a valid driver's license and access to a vehicle for work purposes.
13. Available to work on weekends and evenings.
14. A criminal record check is required.
15. 2-3 years of experience working in an office environment is desired/preferred.
16. Experience in project management software is an asset (e.g. Monday.com)
17. Experience in membership database software is an asset (e.g. Elvanto or Planning Center)
18. Experience in design software is an asset (e.g. Canva, Adobe Creative Suite)

## **TEMPERAMENT/PERSONAL CHARACTERISTICS**

1. Possess spiritual and emotional maturity and believe in sound doctrines.
2. Demonstrate character of Christ-likeness; desire continuous spiritual growth.
3. Willing to submit to the Lead Pastoral Team.



4. Willing to submit to the ministry philosophy of the Lead Pastoral Team.
5. A lifetime learner in leadership, ministry, and discipleship.
6. Highly adaptive and able to work under stress.
7. Receptive to feedback and demonstrate the ability to change.
8. Self-motivated, effective time management, attention to detail and emotionally mature.
9. Dependable, diligent and highly attentive to details.
10. Effective time management, strong administrative abilities and organization.
11. Exercises a high level of confidentiality.
12. Possess the ability to work well with people; build appropriate rapport; and consider the impact of the actions on others.
13. Possess an ability to use appropriate diplomacy and tact, and is approachable.
14. A good communicator and a strong team worker with good people skills and demonstrated conflict resolution skills.

All interested candidates are asked to submit a resume and a cover letter indicating how they meet the qualifications of the position to:

KEC Executive Team  
Email: [recruit@koinoniachurch.ca](mailto:recruit@koinoniachurch.ca)

Please quote the job title in the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.