

## **Highlands United Church**

Position Title: Admin Assistant – Temporary  
Reports to: Church Administrator  
Accountable to: Lead Minister and overall accountability to HUC M&P  
Dates: April 9<sup>th</sup>, 2024, to October 11, 2024.

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### **Position Goals:**

This position is a temporary admin position to cover a leave of absence for a six month period at Highlands United Church.

### **Essential Functions:**

1. Support the Church Administrator in ensuring the church is run efficiently.
2. Provide reception duties by greeting guests and visitors making them feel welcome and appreciated by the church.
3. Provide accounting support and basic bookkeeping tasks as assigned.
4. Create the weekly PowerPoint slides, setup live-stream links for Sunday Service.
5. Collate and create the Sunday service bulletin.
6. Provide back-up and holiday coverage as necessary when the Church Administrator is absent.
7. Maintain the data base in relation to membership, stewardship and contributions, etc.
8. Other duties as assigned.

### **Core Competencies:**

The administration assistant will:

1. Have a belief system in alignment with the values of the United Church of Canada
2. Be kind, welcoming, non-judgemental, gracious, empathetic and have a helpful attitude.
3. Be organized and efficient. Have an appropriate level of technical skills in the area of administration including accounting practices, O365, PowerPoint creation and an eye for detail. Powerchurch software is an advantage but not essential.
4. Be able to communicate effectively in person, in writing, and over the phone and have a high level of understanding of privacy, confidentiality and discretion.
5. Be flexible and receptive to change.
6. Have the self-confidence to work independently, with the self-awareness to seek coaching, support and advice as required.
7. Be able to manage frequent interruptions with good grace and good humour.

**Qualifications:**

1. Training and experience in accounting/book keeping.
2. Some administrative experience would be an advantage.
3. An understanding and appreciation of mainline Christian church theology and practice, preferably in the United Church.
4. Experience managing multiple commitments and timelines.

This is a temporary position is Tuesday to Friday, 18 hours per week between April 9<sup>th</sup>, 2024 ending on October 11<sup>th</sup>, 2024

Rate: \$20.00 to \$22.00per hour

If you are interested in this position, **please submit your resume and cover letter to Rev. Will Sparks** [will.sparks@highlandsunited.org](mailto:will.sparks@highlandsunited.org) with your available working time. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

**Location-** North Vancouver, BC (Near bus stop and free parking)