



The United Church of Canada

Position Description

Position Title: Communications and Office Administration (FT)	Evaluation Category: 2
Reports to Position: Executive Minister	Direct Reports: none
Unit/Regional Council: Fundy St. Lawrence Dawning Waters and Bermuda-Nova Scotia Regional Councils	Date Last Reviewed: July 2024

Context

The United Church of Canada is a community of hope, a vibrant and vital church with both purpose and vision. We act for peace, justice, care for creation, and God's mission of healing the whole world in cooperation with others who share our vision.

The Regional Councils, part of the wider United Church of Canada, are decision-making bodies responsible to serve and support Communities of Faith, and its leadership within its bounds and provide necessary oversight.

Fundy St. Lawrence Dawning Waters Regional Council, Bermuda-Nova Scotia Regional Council and First Dawn Eastern Edge Regional Council represent diverse contexts of urban centres and rural communities. The three Regions are comprised of the following areas, Fundy St. Lawrence Dawning Waters (Gaspé Quebec, NB, PEI), Bermuda-Nova Scotia (NS and Bermuda) and First Dawn Eastern Edge (NL). The Regions are committed to supporting the United Church's work of reconciliation and its desire to be intercultural.

Position Purpose

The Communications and Administrative Support Position oversees the daily communication in the Regional Councils, and supports the office administration work of the Region. They provide administrative support for the Regional Minister for Fundy St. Lawrence Dawning Waters and Bermuda-Nova Scotia Regional Councils, and shared administrative support for Minister for Justice, Mission, and Outreach and the Minister for Youth and Young Adults.

Primary Areas of Responsibility

1. Communication:

- Liaise with the website host for all website issues/concerns;
- Create and manage forms, pages and posts for the website;
- Upload content for committees/divisions to the website;
- Update the Regional Calendar on the website;
- Update posts on the Regional Facebook page;
- Maintain and update the Regional Directory;
- Organize weekly announcements, death notices;
- Circulate regional newsletters; and
- Oversee communication through MailChimp.

2. Administrative Support:

- Coordinator for bookings for the office board room, setting up and taking down room, ordering meals when needed, etc;
- Assist with Financial matters, forwarding requests for funding to the appropriate committee, paying bills (when the office manager is away);
- Updating the Incorporated Ministries contact files and circulate annual letters.

3. Administrative Staff to the Regional Ministers:

- Provide administrative support to the Regional Ministers, including the flow of communication, when needed;
- Assist the Regional Ministers with meeting preparation, workshop material, registration for events, when requested and;
- Update pastoral relations changes (calls and appointments) in Dynamics.
- Keep a yearly record of clergy who come into the region, leave the region, retire, and deaths.

4. Administrative Staff to the Minister for Youth and Young Adults and the Minister for Justice, Mission, and Outreach

- Provide administrative support to the Minister for Youth and Young Adults and the Minister for Justice and Mission including the flow of communication, when needed; and
- Assist with meeting preparations, workshop material, registration for events when needed.

5. Administrative Staff for Regional Council Meetings (AGM)

- Provide support for the meetings including compilation of materials, biographies, in memorials, reports, etc.;
- Post items pertaining to the Regional Meeting on the website;
- Prepare name tags, printed material; and
- Prepare communications, letters for members of the regional council, letters to ecumenical guests etc.

Your job title does not define or limit your duties and you may be required to carry out other work within your abilities from time to time at our request. We reserve the right to introduce changes in line with technological developments, which may impact upon your job duties or methods of working.

Position Qualifications

Education

- Post-secondary education, in Business Administration or equivalent.

Experience

- 2-3 years of experience in an administrative role; experience in a not-for-profit setting is desirable.

Skills and Abilities

- Computer skills in the use of various software applications - Office 365, Dynamics, Adobe, SharePoint, One Drive, Teams, Zoom, and other social media and online platforms;
- Knowledge of websites design;
- Knowledge of Facebook;

- Organization, time management, planning and problem-solving skills, together with the flexibility to switch easily from one task to another to effectively juggle multiple tasks at the same time as situations or priorities change;
- Excellent interpersonal, verbal and written communication skills;
- Ability to work independently as well as in a team environment with a commitment to team approach and collaboration with colleagues;
- Ability to work with the public, to show diplomacy, confidentiality and trust; and
- An understanding of The United Church of Canada priorities, programs and structure are assets.

Personal Characteristics

- Alignment with the vision and values of The United Church of Canada; and
- Flexibility to effectively and positively deal with changing situations or priorities.

Working Conditions

This position works from the Fundy St. Lawrence Dawning Waters Regional Council Office located at Sackville, NB with flexibility for some work from home when needed. Sitting and viewing a computer screen for long periods, keyboarding/using assistive software or devices, intermittent physical activity including sitting, standing and being on the phone for long periods of time will be required. Occasional attendance at evening and weekend meetings will be required and additional hours may be required.

As part of our ongoing commitment to the Accessibility for Ontarians with Disabilities Act, The United Church of Canada will aid employees who request accommodation throughout their employment with us, unless the position is deemed to be a bona fide occupational requirement and/or to the point of undue hardship considering issues of health, safety and cost.