



Unitarian Church of Calgary

Church Administrator (Permanent Part-time)

The Unitarian Church of Calgary is a caring religious community that welcomes all people, regardless of age, race, nationality, or sexual orientation.

We are hiring a permanent part-time Administrator to work at our church office.

Job Description

The Administrator's responsibilities include:

- Communicating with the public, renters, and members of the congregation by email, phone, and in person
- Room rentals and building management
- Office administration, membership database maintenance, and staff support

(For a more detailed listing of responsibilities, contact hrsearch@unitarianscalgary.org)

Working Conditions and Schedule (could be somewhat flexible e.g. 8:30 – 12:30)

- 9 am – 1 pm Monday – Friday from September through June
- 9 am – 1 pm Tuesday and Friday in July and August. (Vacation is to be scheduled during July and August.)
- The Administrator meets regularly with the Minister and other staff.

Requirements

- Very good office computing skills essential (Windows, Word, Email, Data entry)
- Effective interpersonal skills
- Strong organizational and time management skills
- Good oral and written communication skills
- Able to use own judgment and initiative, or ask for assistance, as appropriate
- Able to work both independently and as part of a team

Salary

\$20-22 per hour, depending on experience level, paid semi-monthly

How to apply

Submit an application including resume and references via email to hrsearch@unitarianscalgary.org

or mail or deliver it to:

Unitarian Church of Calgary
1703 – 1st Street NW
Calgary, Alberta T2M 4P4

Applications received by Friday April 11th 2014 will be given priority.

Interviews will be held Wednesday April 15th – 17th.

Start date will be May 20th.