

Administrator Associate

Employment status: 20 hours a week; a spirit of flexibility is expected

Location: Onsite at 820 Tecumseh Avenue, Pointe-Claire QC

Hourly rate: TBD

About Westside Gathering:

Westside Gathering is a missionally focused church; our ministries, events and community outreach are integral to the life and mission of our church. Our church's mission is *to connect people to a growing relationship with Christ and each other*. Our daily ministry focus is building discipleship environments that develop faithful and fruitful followers of Jesus on mission in their neighborhoods and networks.

Westside was planted in 2003 in the West Island of Montreal, Canada, in a largely English-speaking and multicultural region, 20 minutes away from the downtown city core. It has been our vision to see lives transformed, relationships flourish and communities impacted. We believe that God's good news overflows into goodness, serving one another and our community.

Role

The Administrator champions our mission and vision by bringing their people skills and administrative acumen to provide administrative support to our ministry, mission and use of our facilities.

Requirements

- Fully aligned with the message, mission and ministry strategy of Westside Gathering
- Spiritual maturity to represent Westside well
- Exceptional administrative and organizational skills with a strong attention to detail
- Able and willing to work flexible hours throughout the week as required, both in and out of the office
- Strong computer skills in MS Office, including Word and Excel, and the ability to learn new programs/technology quickly (i.e. Mail Chimp, Canva and Church Trac)
- Excellent customer service and communication skills
- Ability to work independently, multi-task and adapt to constant change
- Able to work with sensitive information with the highest level of confidentiality
- Must be able to do some light lifting

- Experience in customer service or hospitality fields would be an asset
- Strong editing and proofreading skills would be an asset

Responsibilities – Administration

- Be an advocate for Westside in all interactions with church community, guests, wider community, partners and suppliers interacting with kindness and professionalism
- Provide organizational and administrative support for the overall church planning
- Provide organizational and administrative support to Lead Pastor, and staff meetings and events
- Ensure all meetings and events are well organized and supported (i.e. catering arranged, room or facility booked, sound or video supports arranged, printed materials provided, etc.)
- Ensure all employee details are up to date for Payroll
- Ensure appropriate insurance coverage is in place for all church and rental events
- Maintain a welcoming and professional environment for all guests and visitors
- Answer all calls into and during office hours
- Assess inquiries by phone or email and redirect appropriately
- Manage incoming/outgoing mail
- Order supplies for the church as needed, staying within budget
- Process accounts payable transactions received through the mail and input expenses into database
- Perform data entry to keep congregation details up to date
- Process expense forms for Lead Pastor and make relevant arrangements for events when necessary.
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary
- Prepare newsletters and presentations, as needed
- Provide support as needed for Lead Team or sub-committees
- Take and distribute minutes for all Leadership Team meetings, as needed
- Other duties as required

Responsibilities – Events Associate

- Be an advocate for Westside in all interactions with rental clients, non-profits, partner use of facility and suppliers interacting with kindness and professionalism

- Manage the events and facility use calendar
- Facilitate rental client meetings, ensure all rental client needs are documented
- Accurately process quotes, contracts, insurance certificates, invoices, and payments
- Ensure all client contracts and policies are sent and received and filed in a timely manner
- Schedule volunteers or freelance workers for setup, reset, tech, etc.
- Manage events and client connections on the day of events, including troubleshooting, problem solving, on the go with the aim to meet and exceed client expectations with kindness and professionalism
- Ensure pre-event setup and post-event tear-down are completed
- Act as Fire Warden in case of evacuation
- Other duties, as required

Relationship

Reports to Lead Pastor