Knox-Metropolitan United Church is a historic downtown congregation in Regina committed to serving the community that seeks a collaborative and positive candidate to serve as our Office Administrator. The Office Administrator administers the church’s finances, communications, administration, and manages our building including working with renters.

This position is for 40 hours per week at $22/hour. Annually, the office administrator will be entitled to 4 weeks of holidays, 1 week of paid leave and $500 for professional development, up to 12 sick days, 1 personal day, the National Day for Truth and Reconciliation as a paid day off, as well as the usual statutory holidays. The Office Administrator participates in the United Church of Canada’s pension and benefits programs.

The ideal candidate will possess these skills and gifts:

* **Experience and Training:** 2 to 3 years of related experience and a business administration certificate or the equivalent
* **Faith Context:** as a key ambassador for the church to members and the wider community, the office administrator should be able to perform at a high-level in a community of faith context
* **Collaborative:** A demonstrated track record of team-work and collaboration
* **Welcoming:** Excellent interpersonal skills and a demonstrated commitment to the United Church’s commitments to equity. Knox-Metropolitan is an Affirming congregation that is publicly, intentionally, and explicitly committed to the inclusion of all people, including members of Two Spirit, queer, and trans communities
* **Communications:** Experience in website and social media management, excellent written and verbal communications
* **Financial management and administration:** Experience using digital tools, familiarity with charitable reporting and financial management requirements,

To achieve results that support our congregation’s success, the main duties of the Office Administrator are:

* Administering the financial operations of the church, receipting donations and paying expenses, recording financial transactions and producing financial reports to support the governance and oversight of the church
* Managing church communications including website, email lists, and social media platforms
* Acting as a primary point of contact both in person, on phone, and online for church members and other stakeholders
* Supporting volunteer and other staff in delivering on church goals
* Regular liaison with the caretaker and renters around building and rental management
* preparing reporting including the audit, annual report, tax return, workers compensation reporting, income tax receipts, and employee tax slips
* Managing the building, balancing community benefit with revenue generation
* Overseeing the caretaker

The Office Administrator reports to the commission of Knox-Metropolitan United Church. The Office Administrator will need to have police and vulnerable sector checks upon hiring.

Please apply by March 1, 2024 by submitting a resume and cover letter to the Rev. Mitchell Anderson at [office@stpaulsunitedsaskatoon.ca](mailto:office@stpaulsunitedsaskatoon.ca). As a commitment to equity and seeking justice, all candidates selected for interview will receive an interview stipend of $50 in recognition of time and expenses to participate in the interview process. Please note that interviews will be held in Regina.Where a candidate requests feedback on their application we will make all reasonable efforts to provide feedback to support career development and growth. Candidates who are members of communities relevant to the United Church’s commitments to equity are encouraged to apply and to identify themselves accordingly in their application.