



## ADMINISTRATIVE ASSISTANT

### POSITION DESCRIPTION

#### Preamble

**Lutheran Church of the Cross is a progressive congregation committed to justice, reconciliation, and radical welcome. We embrace people of every gender identity and sexual orientation, culture, race, age, and ability. We strive to live ‘all are welcome’ through anti-racist practice, queer inclusion, reconciliation with Indigenous peoples, accessibility, supporting refugees and newcomers, and partnership with neighbours of all faiths.**

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#### Summary

We are inviting applications for an Administrative Assistant to join our team. The successful candidate will:

- provide efficient and organized administration for a busy office,
- produce required church documents,
- communicate effectively with others,
- be proficient in a variety of computer software tools and web-based applications, and
- work collaboratively with other staff and volunteers.

#### Qualifications

1. Related post-secondary education, equivalent training, and/or related experience.
2. Ability to utilize applications including Microsoft Office, social media, MailChimp, and be proficient in producing electronic and print-ready communications.
3. Good writing skills
4. Experience in a faith community with liturgical worship is an asset.

#### Areas of Responsibility

1. Serve as a welcoming “first contact” in the church office.
2. Produce weekly worship and newsletter materials under the supervision of the pastor.
3. Regular updating of website.
4. Manage the master “calendar of events” and monthly calendar for in-person and Zoom meetings.
5. Manage facility rentals and contracts.
6. Edit and publish the Annual Report and other reports and publications as needed.
7. Maintain a church member data base and office files on a shared cloud account.
8. Maintain statistics and records.
9. Assist with correspondence.
10. Manage Interac e-transfers and payment of approved expenses.

11. Maintain financial data base, provide quarterly statements and annual donation receipts.
12. Maintain office files and supplies.
13. Serve as a resource to Council, Boards, Committees, and other groups in the congregation.
14. Other responsibilities as assigned by Church Council or pastor.

**Expectations required in the following areas:**

1. Communications
  - Provide a welcoming and professional presence in face-to-face and telephone conversations.
  - Display proficiency and accuracy in printed and electronic information sharing.
  - Support the mission of the Church.
2. Organization and Co-ordination
  - Excellent organizational skills with attention to detail.
  - Maintenance of congregational information, parish and financial records
  - Training and co-ordination of office volunteers.
3. Independence, collaboration, and support
  - Ability to work independently and to take initiative.
  - Ability to work effectively with others in a collaborative and supportive environment.
  - Maintain healthy boundaries and confidentiality.
  - Support other staff and volunteers wherever possible.

**Salary/ Benefits**

Salary range: \$24 – 28/hour, based on relevant experience and training

**Hours of Work**

30 hours per week

9am – 3pm, Monday to Friday

**Benefits**

Health and Dental after 3-month probation

Vacation – 3 weeks per annum

**Supervision and Support**

The Administrative Assistant works with the pastor, staff and volunteers, with the pastor serving as the immediate supervisor. Vacation scheduling is planned in conjunction with the pastor.

**The Executive Committee of Church Council will ensure:**

1. A probationary and annual performance evaluation is conducted as per church policy.
2. A review of key areas of responsibility is assessed on a regular basis
3. Support is given when requested.
4. The Staff Compensation Committee is asked to review salary and benefits changes and make appropriate recommendations to Council on an annual basis.

Resumes may be forwarded to Lutheran Church of the Cross by January 15, 2026 at  
**[lutheranchurchofthecross@shaw.ca](mailto:lutheranchurchofthecross@shaw.ca)**

*Revised: January 2026*