



**ADMINISTRATOR**

Snapshot of Hope Church Toronto West

<b>Denomination</b>	Non-denominational, but part of the Great Commission Collective
<b>Weekly attendance</b>	250 Average
<b>Neighborhood:</b>	Etobicoke, Ontario. Sunday services are held at John English Junior Middle School
<b>About our church:</b>	Hope Church Toronto West is a diverse, urban church plant located on the west end of Toronto, Ontario. We exist to glorify God through the fulfillment of the Great Commission (Matt 28:19-20) in the spirit of the Great Commandment (Matt 22:37-39). Upon the foundation of Jesus Christ (1 Cor 3:11), we hold to 4 New Testament Pillars: Proclaiming the authority of God’s word without apology (2 Tim 4:2), lifting high the name of Jesus through worship (John 4:24), believing firmly in the power of prayer (Eph 6:18) and sharing the good news of Jesus with boldness (Eph 6:19-20).

Planted in 2013 out of Hope Bible Church Oakville, Hope Church Toronto West began with the fervent, desperate prayer of just a dozen individuals and has grown into a vibrant, international church of over 250 in weekly attendance. Hope Church Toronto West desires for the gospel of Jesus Christ to reach the city of Toronto, through prayer-saturated gospel proclamation and mercy-filled deed ministry.

ROLE SUMMARY	
	The Administrator performs administrative duties to support church operations with direct support to the pastoral staff. The Administrator will be responsible for scheduling and attending meetings, managing calendars, and executing travel arrangements. You will also be expected to complete online research, compile and distribute reports, complete expense reporting, make purchases when requested, and handle various administrative tasks.
RESPONSIBILITIES	
<b>General</b>	<ul style="list-style-type: none"> <li>• Answer and direct phone calls. Take messages.</li> <li>• Manage and maintain shared calendars</li> <li>• Write and distribute email, correspondence memos, letters and forms</li> <li>• Data entry (e.g. attendee personal information)</li> <li>• Maintain and manage contacts through platforms (Planning Center Online)</li> <li>• Develop and maintain a filing system</li> </ul>
<b>Office Management</b>	<ul style="list-style-type: none"> <li>• Order office supplies and research new deals and suppliers</li> <li>• Update and maintain office policies and procedures</li> <li>• Coordinate office activities and operations to secure efficiency and compliance to policies</li> <li>• Coordinate with janitorial services to ensure the cleanliness of the office</li> <li>• For in-office events, purchase supplies, set up furniture for event and make arrangements for hospitality needs.</li> </ul>
<b>Pastoral Support</b>	<ul style="list-style-type: none"> <li>• Review and respond when requested, to inbox emails for Senior Pastor and Pastor of Ministry Development</li> <li>• Organize and schedule appointments. Book meeting rooms.</li> <li>• Coordinate and manage projects (IE: Canada Summer Jobs, Hiring, Weddings)</li> <li>• Point of Contact for vendors (rentals - TDSB, insurance, legal, utility accounts)</li> <li>• Book travel arrangements</li> <li>• Submit and reconcile expense reports</li> <li>• Assist in the preparation of regularly scheduled reports</li> <li>• Print, file and mail financial documents</li> </ul>

QUALIFICATIONS	
<b>Education</b>	<ul style="list-style-type: none"> <li>• Bachelor’s Degree required</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience as an Administrator, Administrative Assistant, Office Admin or relevant role</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>• Professing Follower of Christ (Mark 1:17)</li> <li>• Spiritually Progress – Continual training and transformation (1 Tim 4:6-10, Rom 12:2)</li> <li>• Evident fruit of the Spirit (Gal 5:16-26)</li> <li>• Humility and Fear of God (Is 66:2)</li> </ul>
<b>Conviction</b>	<ul style="list-style-type: none"> <li>• Close alignment with Hope Church’s Mission, Doctrinal Statement, Pillars, Church Governance and Discipleship Model</li> <li>• Prayer – a desperation for God to do what only he can do (Eph 3:14-21)</li> <li>• Heart for the city – a burden for the lost in the city (Acts 18:10), despite the unique and diverse challenges of an urban setting</li> <li>• Heart for the local church – a burden for the local church, the bride of Christ (Eph 5:25)</li> </ul>
<b>Competency</b>	<ul style="list-style-type: none"> <li>• Proficiency in MS Office and Google Docs</li> <li>• Familiarity with office equipment, including printers, photocopiers, shredders, etc.</li> <li>• Experience with productivity tools (e.g. Slack, Trello, etc....)</li> <li>• Excellent time management skills and the ability to prioritize work</li> <li>• Excellent written and verbal communication skills</li> <li>• Attention to detail and problem solving skills</li> <li>• Strong organizational skills with the ability to multi-task</li> <li>• Training will be provided on specialized softwares, like Expensify and PCO</li> </ul>

## Employment Details

<b>Title:</b>	Administrator
<b>Reports to:</b>	Pastor of Ministry Development
<b>Start Date:</b>	22 <sup>nd</sup> August, 2022
<b>Hours:</b>	16 hours per week
<b>Compensation:</b>	As negotiated
<b>Benefits:</b>	None
<b>Vacation:</b>	Vacation accrual of 4% of gross pay will be added to the biweekly pay – Time off will be unpaid.