



## **JOB DESCRIPTION**

### **ADMINISTRATIVE COORDINATOR**

This is a full-time contract position in the first year, with a 6-month probationary period. This position has a potential to turn into a permanent full-time staff position.

Expected annual salary range: \$60,000 - 63,000

### **POSITION DESCRIPTION**

The Administrative Coordinator facilitates the efficient day-to-day operation of the church and helps maintain a productive office environment.

### **PRIMARY DUTIES AND RESPONSIBILITIES**

The Administrative Coordinator performs a wide range of duties including the following:

#### ***Office Administration:***

- Act as a receptionist for visitors/callers to the church, both in person or by telephone in a professional and courteous manner
- Perform secretarial/receptionist duties for the pastoral team, which relate to the operations of the church; e.g. pass messages and information, and assist in tracking appointments.
- Schedule meetings, room bookings and special events following the church venue usage policy
- Maintain office operations by organizing office operations and procedures, processing correspondence, designing filing systems, and reviewing and seeking approval for supply requisitions.
- Manage and update the church database by defining procedures for the retention, protection, retrieval, transfer, and disposal of records.
- Keep the pastoral team informed by reviewing and summarizing information, and identifying trends.
- Maintain official church registers of members, marriages and baptisms.
- Order and maintain a sufficient supply for office and church operations; e.g. office supplies, and worship supplies.
- Pick up mail and parcels at the post office and distribute them as required.



- Check all incoming emails and act upon or distribute them as required.
- Upgrade knowledge of computer software and update church computer software as necessary, to meet church needs.
- Ensure and maintain information on the church website is accurate and up-to-date based on information provided by the pastoral team.
- Be present in the church office during church office hours.

***Coordination:***

- Coordinate with the staff team and ministry team leaders regularly on weekly logistics for worship services, Oikos, meetings, training, conferences etc.
- Coordinate and support weekly church events, including retreats, picnics, workshops etc.
- Oversee the booking of virtual meetings, and office facilities and help resolve conflicting schedules.
- Coordinate food and drinks for ministry meetings, luncheons and workshops.
- Liaise with various suppliers for print jobs such as series promos, name tags, t-shirt printing, signages etc.

***Assist with financial management:***

- Preparing payroll and payroll information.
- Process accounts payable ensuring timeliness and accuracy of information.
- Process weekly offerings, and enter weekly offerings from different platforms in a timely and accurate manner.
- Administer petty cash according to established procedures.
- Prepare yearly offering receipts for donors.
- Assign offering numbers and issue letters to new donors.
- Conduct office inventory count at year-end.
- Update donor list ensuring the accuracy of information.
- Arrange for cheques to be signed and prepare cheques for mailing.
- Reconcile monthly bank statements.
- Assemble and distribute monthly financial statements.
- Maintain employee files and records ensuring all information is updated and in compliance with regulatory and Canada Revenue Agency (CRA) requirements.
- Assist in the preparation of the budget for office administration.

## **QUALIFICATIONS:**

- Be computer and website literate and possess the knowledge and operational skills of the internet, social media and e-mail, e.g. Facebook, and Instagram.
- Proficiency in Gmail, Drive, Google Docs, sheets, slides, calendar, forms, Microsoft Word, PowerPoint and Excel.
- Proficiency in the use of online meeting platforms e.g. Zoom.
- Efficient word processing skills, accurate spelling, filing, data entry and typing skills (e.g. 50-60 words per minute). Able to type in both the English and traditional Chinese languages.
- Fluent in speaking English and Cantonese. The ability to communicate in Mandarin is an asset.
- Possess bookkeeping skills. Experience in payroll and accounting is an asset (e.g. Easypay and Sage).
- Proficiency in various office equipment e.g. Fax machine, photocopier, printer, projector and basic network knowledge.
- Possess knowledge of administrative and clerical procedures and systems skills including files and records.
- Possess experience in organizing and managing an office with minimal direction and supervision.
- Possess excellent administrative abilities. Experience in the Christian ministries is an asset.
- Have a valid driver's license and access to a vehicle for work purposes.
- Available to work on Saturdays and occasionally during evenings.
- A criminal record check is required.
- 2-3 years of experience working in an office environment is desired/preferred.
- Experience in membership database software is an asset, e.g. Elvanto
- Experience in design software is an asset, e.g. Canva

## **TEMPERAMENT/PERSONAL CHARACTERISTICS**

- Possess spiritual and emotional maturity and believe in sound doctrines.
- Demonstrate character of Christ-likeness; desire continuous spiritual growth.
- Willing to submit to the Lead Pastoral Team.
- Willing to submit to the ministry philosophy of the Lead Pastoral Team.
- A lifetime learner in leadership, ministry, and discipleship.



Koinonia  
Evangelical Church  
歌鄰基督教會

- Highly adaptive and able to work under stress.
- Receptive to feedback and demonstrate the ability to change.
- Self-motivated, effective time management, attention to detail and emotionally mature.
- Dependable, diligent and highly attentive to details.
- Effective time management, strong administrative abilities and organization.
- Exercises a high level of confidentiality.
- Possess the ability to work well with people; build appropriate rapport; and consider the impact of the actions on others.
- Possess an ability to use appropriate diplomacy and tact, and is approachable.
- A good communicator and a strong team worker with good people skills and demonstrated conflict resolution skills.

All interested candidates are asked to submit a resume and a cover letter indicating how they meet the qualifications of the position to:

KEC Executive Team  
Email: [recruit@koinoniachurch.ca](mailto:recruit@koinoniachurch.ca)

Please quote the job title in the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.