

Job opening for Office Administrator for Oakridge Bible Chapel

Hours: 10 – 15 hours/week

Salary: Within range of current market rates

Target Start Date: September 2025

Role Requirements and Essential Skills:

- Profession of Faith in Jesus Christ as personal Saviour
- A passion for ministry and serving others to reflect God's glory and strengthen the local church
- Good organizational skills
- Excellent verbal and written communication skills
- Attention to detail and able to multi-task
- Proficiency in Microsoft Office
- Strong computer and technical skills
- Willingness to be flexible with hours of service

Primary Responsibilities:

- Manage phone calls, correspondence, e-mails, and postal mail for Oakridge Bible Chapel and Creekside Alliance Church
- Address inquiries, provide information, and assist with prayer requests, facility rentals (i.e. weddings, funerals), and directing people to the appropriate ministry leader
- Prepare and distribute weekly communication (weekly congregational e-bulletin, order of service, and Sunday bulletin)
- Prepare and manage administrative forms for various ministries (sign-up sheets, posters, expense forms, photocopying etc.)
- Update and maintain church calendar, facility bookings, and coordinate schedules between ministries and Creekside Alliance Church
- Document Retention: ensure compliance and policies are in place for Human Resources and Church Ministries (Plan to Protect: Child/Youth Policy, First Aid, Police Records Check, Volunteer Applications and Covenant Agreements, Attendance Records etc.)
- Oversee the use and allocation of church bulletin boards
- Maintain and update the missions bulletin board with missionary updates
- Liaise with Deacons and Elders to ensure current action items are tracked and communicated to the proper stakeholders, as needed
- Manage the planning for church family meetings and newcomer luncheons in support of church leadership, as needed
- Liaise with suppliers and contractors (i.e. Heating/Air; Halton Utilities; Pest Control etc.)
- Support the Pastor's office in administrative tasks as needed
- Attend weekly staff meeting and participate in staff prayer meeting
- Provide congregational support as needed on Sunday, when available