

UCC Website Descriptor

Chinook Winds Regional Council of The United Church of Canada, is seeking an individual to fill the role of Program Support & Administration on a full-time (35 hours/week) permanent basis.

- Job Number: 19-02
- Opening Date: January 15, 2019
- Closing Date: January 31, 2019

Jobs

Program Support & Administration, Chinook Winds Regional Council

Chinook Winds Regional Council, as part of The United Church of Canada, works in partnership with local communities of faith (92 throughout the Region), as well as the national General Council church office, to serve God's mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation.

The Program Support and Administration staff person provides administrative support to the Regional Pastoral Relations Minister. There is also an expectation of general administrative support to the office, as well as volunteer committees and councils of the Region. Main areas of focus will be:

Pastoral Relations Support and Administration

- Respond to inquiries from communities of faith and their leaders, from clusters and networks, related to programs and policies for pastoral relations, with referrals as necessary and appropriate;
- Receive, maintain and processes forms and files related to pastoral relations, oversight of congregations (including Covenants), and oversight and education of lay leaders (i.e. Licensed Lay Worship Leaders, Congregational Designated Ministers), and maintain and update electronic databases and paper pastoral relations files;
- Prepare, produce and distribute: Warrants to Covenant; Settlement Reports; other pastoral relations and personnel-related information as requested/required from the General Council, Region Committees, and the Pastoral Relations Minister;
- Keep accurate, up to date records of retirees, deceased, etc. and appropriately recognize Ministry Personnel anniversaries and life-changes;
- Posting appropriate information to the web site and other social media;
- Administration related to marriage licenses: register, track, transfer, cancel as necessary.

Committee Leadership

- Organize meetings of the Region's pastoral relations council and committees: assisting with agendas; researching issues; ensuring all necessary reports and other information are available for decision-making; taking and distributing minutes; organizing hospitality and logistics;
- Ensure timely follow-up communication and action in relation to all council and committee decisions.

Support to Pastoral Relations Minister

- Research and provide information necessary for Pastoral Relations Minister decision-making;

- Provide administrative support to the Pastoral Relations Minister, including the drafting of correspondence, responding to constituency concerns, and referring complex or sensitive queries to the appropriate persons;
- Manage correspondence, telephone communication, filing, bookings, appointments and calendars for the Pastoral Relations Minister and related council and committees;
- Maintain the calendar of the Pastoral Relations Minister; schedule meetings and appointments; book rooms, make travel arrangements, arrange for hotels, billets and meals as necessary.

Finance

- Help develop, monitor and manage the Chinook Winds Pastoral Relations budget;
- Authorize invoices and requisitions for payment budgeted for the work of Pastoral Relations;
- reconcile VISA statements.

General Administrative Support to the Region

- Supporting any program positions that may be added to the staff team;
- Maintaining office supplies;
- Managing event registration;
- Obtaining copyright licences when necessary;
- Assisting with preparation of materials and hosting of General Meetings.

Qualifications

- High school or post-secondary education together with 2-3 years' experience in an administrative role;
- Strong computer skills in Microsoft Office applications, internet and social media applications and other office aids (phone system, copier, etc.);
- Solid administrative, organizational and time management skills to meet deadlines and complete multiple tasks on time with limited supervision, together with flexibility to deal with changing situations and priorities;
- Excellent communication skills, including writing, editing, proofreading with an eye for details, along with the ability to listen carefully and respond appropriately;
- Ability to work both independently and collaboratively.
- Research skills, using resources effectively and efficiently;
- Ability to maintain confidentiality and appropriate personal and professional boundaries at all times;
- Knowledge of and experience in The United Church of Canada structure, policies and ethos together with knowledge of the pastoral relations policies and practices would be assets.
- Experience in a not-for-profit setting is desirable.

Compensation

Salary will be based on skills and experience, within the range of \$40,797 - \$54,395. Pension and group benefit plans coverage and annual vacation round out the compensation package.

Working Conditions

This position functions from the Chinook Winds Region office in Okotoks, Alberta, under normal office working conditions. Occasional attendance at evening and weekend meetings, as well as overnight staff retreats, will be required.

How to Apply

Interested applicants are invited to submit their resume, quoting the job number to:

D. Collier

Human Resources

E-mail: apps6@united-church.ca