



Job Description – Office Administrator, Trinity Bible Church of Ottawa

Job Title: Office Administrator

Reports To: Pastoral Team Leader (PTL)

Status: Part time (approximately 20 hours per week)

Hours of work: Spring, fall and winter hours are based on 20 hours per week, Tuesday to Friday from 9:00 am to 2:00 pm. Summer hours are typically reduced to 15 hours per week, Tuesday-Thursday. Additional hours, when necessary and approved, may be assigned by the PTL.

Starting Date: May 4, 2026 or as soon as possible

Compensation Range: \$22 to \$26 per hour, based on experience and qualifications

Candidates should apply in writing by sending a cover letter and current resume to Karen Fishwick, HR Deacon, at karenifishwick@gmail.com. Candidates will be contacted if they are selected for an interview.

SUMMARY

Trinity Bible Church of Ottawa (Trinity) is a healthy, growing, vibrant congregation of 200+ under the leadership of lead pastor Matt Rice (PTL). The Office Administrator has the dual responsibility of providing of office management services for Trinity, and administrative and basic ministerial support to the pastor and congregation. Daily, this position works most closely with and reports to the Pastoral Team Leader. It is essential that the incumbent of this position demonstrate a warm and pleasant phone presence, have a friendly, patient and compassionate demeanor, is a good listener and a person who is trustworthy and can handle sensitive personal matters confidentially and with discretion. The incumbent must be willing to perform a wide variety of tasks and show flexibility and patience regarding interruptions.

To learn more about Trinity please visit our website at <http://www.trinitybiblechurch.ca/>

Job Duties

Operations (General):

- Ensures the church office functions well during office hours and that all necessary tasks are effectively and efficiently completed on time.
- Prepares for and participates in weekly staff meetings; follows up and actions the decisions taken at these meetings.
- Coordinates operational volunteers, contracted staff and service providers to ensure the smooth operation of the church.
- Oversees timing and logistics related to approved external/exceptional use of the church property.

Sunday and Holiday Services:

- Confirms participants involved with each week's service



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- Liaises with guest speakers (pulpit supply) and guest worship leaders to prepare slides, enter information into Church Trac and prepare the sermon projection slides each week.
 - From decisions taken at the weekly staff meeting, prepares Sunday's Order of Service and oversees any amendments.

Reception and Support:

- Greets, responds to and directs visitors as appropriate.
- Manages, responds to or redirects all incoming telephone and office email communications
- Retrieves and handles incoming and outgoing mail as appropriate.
- Maintains an up-to-date church calendar used by staff and volunteers (church activities, events, meetings, appointments).
- Maintains key church data and undertakes clerical duties as required (drafts and prepares letters and emails; designs and prepares presentation materials (i.e. slides, spreadsheets, reports).

Church Communications:

- Designs, write and/or drafts, edits and publishes several church communication vehicles including website updates, weekly emails to the congregation, social media postings and other communications pieces.
- Creates slides for weekly sermons using Canva
- Assembles the Annual Report each year in April, in preparation for the yearly AGM

Finances:

- Ensures all incoming invoices and expense claims are forwarded in a timely manner to Finance.
- As required, manages the signing of processed cheques by authorized signing officers.
- Mails or distributes processed cheques as appropriate.
- While the offering tray is not being passed (COVID-related), checks for donations in the donations box and accepts debit terminal donations, as well as all paperwork and processing related to donations.

Qualifications and Skills

- Dedicated follower of Jesus capable of fully supporting the mission and vision of Trinity Bible Church of Ottawa, in agreement with the Associated Gospel Churches "Articles of Doctrine and Faith".
- Member or adherent of a bible-based church, preferably Trinity Bible Church Ottawa.
- Training or equivalent experience in at least one area of administrative, general records or financial management.
- Excellent communication skills, both orally and in writing.
- A good working knowledge and demonstrated proficiency in the use of general office related software programs such as Outlook, Microsoft Office, Canva and WIX (for website). A willingness to be trained on additional programs such as ChurchTrac, ProPresenter, MailChimp, etc., and others as required.