

## **Position Title: Office Administrative and General Property Assistant**

**Position Type:** Part-Time

**Job Region:** Toronto, ON

**Reports to:** English Pastoral Staff

**Contact:** Interested applicants to send resumes/cover letter to [JOBS@ETCBC.ORG](mailto:JOBS@ETCBC.ORG) as soon as possible.

---

**Last Revised:** March 2011

**Reports:** 0

**Hours:** 20.0 hours/week

### **Position Overview**

Reporting to the East Toronto Chinese Baptist Church (ETCBC) English pastoral team, this position provides support to all departments and congregations, creating a welcoming atmosphere in the office, handling and re-directing inquiries as appropriate, interacting with a variety of external contacts, helping to ensure that the building is maintained and overall working to ensure that administratively and functionally the church is able to run. This position has two components: office administration and general property management. Office administration responsibilities include word-processing and document preparation, courier and mailing, file management, basic financial administration, copying and faxing, and other general office duties specifically for the English congregation. Property management responsibilities include overseeing building projects, coordinating maintenance by acting as a bridge to hear concerns from the congregations and bring them to the executive board and helping to procure, oversee and manage outside contractors.

### **Key Areas of Responsibility**

- Participates as a fully cross-functional team member, supporting a variety of functions and activities in a demanding and fast-paced office. Works proactively to assist in daily operations and projects, and takes initiative to seek new work.
- Welcomes and receives visitors both in person and by telephone, screening, arranging access or re-directing as appropriate.
- Prepares documents related to meetings, conferences, presentations, etc, focused for English congregation.
- Drafts correspondence, re-directs inquiries as appropriate, and identifies items for follow up, with primary focus on English congregation.
- Maintains electronic and paper files, including correspondence, contracts, invoices, email, contact management database and other relevant information, with a primary focus on the English congregation.
- Assists in event planning logistics, including sending invitations and tracking responses, on and off-site facilities bookings, catering, travel, etc.
- Interacts with the public, government offices, church members, other agencies and organizations, representing the church office and providing and/or collecting information as appropriate to the nature of the interaction.
- Monitors schedules and coordinates meetings as requested to support the smooth functioning of the office.
- Oversees office facilities, escalating issues and concerns from the church members and staff to executive board
- Oversees and manages costs and contracts with contractors for any building projects, regular and irregular maintenance and daily/seasonal operations
- Analyzes operational processes and identify and implement areas for operational efficiency improvements
- Handles confidential information with appropriate care and judgment to reflect the highest level of professionalism.

### **Key skills and competencies**

- Excellent judgment, maturity, and confidentiality in representing the interests of ETCBC positively and professionally.
- Ability to prioritize needs, coordinate small projects, problem-solve, multi-task and follow up through to completion in the coordination of a busy office and multiple demands.
- Flexibility to adjust as needs shift or new needs emerge.
- Ability to work independently and balance multiple priorities with limited day-to-day supervision. Ability to understand the implications of a situation, make guided decisions, and know when to involve others.
- Meticulous attention to detail, ability to assimilate and interpret information, accuracy, and dedication to excellent results.
- Professional and friendly demeanor, sensitivity, tactfulness, effective communication skills, and ease in interactions with a wide variety of contacts.
- Resourcefulness and the ability to anticipate needs and preparation for key meetings and activities.
- Sound computer skills, particularly in MS Office and the ability to utilize the tools and resources to access information efficiently.

### **Education and Experience**

- Post-secondary degree/diploma (or working towards) or 1-3 years of office administration experience.
- Knowledge of office-related software applications and ability to quickly learn new applications.