

Position Title	Administration and Program Support (Part-time)
Reports to	Administrator
Position status	Regular Part-time, employee
Posting date	March 18, 2024

Position Overview	We are seeking a candidate to provide part-time Administration and Program Support.
Hours of Work	Up to 13.5 hours per week, includes 6 – 8 hours on-site each Sunday and other times of worship; remainder of hours may consist of remote or on-site as determined by workload and project(s).
Duties and Responsibilities	<ul style="list-style-type: none"> <li>• Work with worship team to prepare weekly service bulletin and materials for worship</li> <li>• Post weekly preservice content to website</li> <li>• Coordinate content and post weekly e-newsletter using Fairlawn's <i>Greetings!</i> guidelines</li> <li>• Assist Digital Content Creator as needed</li> <li>• Open and close the church building on Sundays</li> <li>• Ad hoc assignments and administrative tasks as required</li> </ul>
Qualifications	<ul style="list-style-type: none"> <li>• Must be eligible to work in Canada</li> <li>• Excellent written and verbal communication skills</li> <li>• Intermediate/Advanced proficiency using MS Office applications (PowerPoint), Canva, WordPress and MailChimp</li> </ul>
Experience	Experience working with volunteers is an asset.
Working Conditions	Requires attendance in person during training period (tbd), each Sunday and for special services as needed, otherwise flexible for on-site/remote working arrangements. A workspace will be made available.
Direct Reports	n/a
Compensation	\$18.00 - \$20.00 / hour; negotiable based on skills and experience. There will be a six-month probationary period. Must complete and provide a vulnerable sector check.
How To Apply	Kindly submit your <b>resume</b> and <b>cover letter</b> with the subject line: Administration and Program Support to <a href="mailto:jobs@fairlawnavenueunited.ca">jobs@fairlawnavenueunited.ca</a> The application deadline is <b>April 12, 2024</b> . We thank those who apply, suitable applicants will be contacted. No phone calls, please.