



PICKERING PENTECOSTAL CHURCH

Job Title: **Office Manager**
Reports To: **Lead Pastor and the Executive Administrator**
Location: **Pickering, Ontario**
Status: **Full Time (40 hours)- or - Part Time (32 hours)**

JOB OVERVIEW:

Pickering Pentecostal Church (PPC) is seeking a highly organized, detail-oriented, and relational **Office Manager** to support the day-to-day operations of the church office.

The Office Manager oversees the daily operations of the church office, providing administrative support to the Lead Pastor, staff, and ministry leaders. This role ensures the smooth functioning of church communications, schedules and records and plays a vital part in supporting the mission and ministry of the church. The successful candidate will help foster a Christ-centered, welcoming environment that reflects the heart and mission of PPC.

KEY RESPONSIBILITIES:

Office Administration

- Manage general office procedures and the day-to-day operations of the church office, ensuring a welcoming and organized environment.
- Manage office supplies and equipment: Vendor management, ordering, inventory, and ensuring proper functioning of office supplies systems.
- Manage, organize and maintain records and databases including important documents, records, and files including employee information, vacation tracking, contracts, and other important documents.
- Develop and update administrative systems, procedures and processes for greater efficiency to ensure smooth workflows and efficient office operations while measuring results against standards.
- Assist Bookkeeper with office budget including tracking expenses, vendor invoices, and ensuring adherence to budgetary guidelines.
- Liaise with Facilities Manager in oversight role of property management
- Serve as a point of contact for vendors and service providers and manage relationships with external partners.
- Ensure effective communication within the office, including disseminating important information and updates.
- Prepare, receive, and manage incoming and outgoing correspondence.
- Facilitate the onboarding process for new hires/volunteers, including setting up workstations, and coordination of technical infrastructure.
- Plan, organize, co-ordinate and manage the office schedule, meetings, appointments, events and functions using Planning Center.
- Ensure compliance with company policies and procedures while maintaining a consistent and organized work environment.

- Carry out administrative duties such as filing, copying, binding, scanning etc.
- Coordinate repairs, upgrades and orders of office equipment.
- Communicate and work effectively across all departments.
- Handle sensitive information in a confidential manner.
- Prepare reports, letters, and spreadsheets as required.
- Supporting Lead Pastor and senior management with various tasks.

Governance & Administrative Support

- Maintain and regularly update key organizational documents, including the Church Constitution and Employee Manual.
- Serve as liaison to the Hub Building Committee and the Building Renovation Committee
- Collaborate with the contracted Grant Writer on the preparation, review, and submission of grant proposals.
- Oversee summer student grant applications, progress updates and reporting requirements

Summer Student Ministries Support

- Lead onboarding and offboarding processes for summer student staff
- Conduct interviews and supervise the overall performance and engagement of summer students
- Conduct orientation sessions, facilitate training, and regular performance check-ins
- Coordinate student schedules and oversee the execution of program-related projects
- Act as the main point of contact between students, ministry leaders and government
- Submit weekly progress reports, highlighting accomplishments, concerns etc.

SKILLS AND COMPETENCIES:

- Previous experience in office administration, preferably in a church or nonprofit setting.
- Strong organizational and time management skills.
- Excellent written and verbal communication.
- Ability to work independently and as part of a team.
- Friendly, welcoming and confident demeanor aligned with the church's values and mission.
- Proficient with Microsoft Office, Planning Center, MailChimp and basic financial tools (or willingness to learn).
- Ability to handle confidential matters with discretion and professionalism.
- Able to take initiative and be proactive
- A personal commitment to Christian faith and the mission of the local church.
- Leadership experience in a ministry or volunteer setting.

PREFERRED QUALIFICATIONS:

- Degree in business, communications or related field.
- Basic Knowledge of bookkeeping or accounting principles

WORK ENVIRONMENT:

- Office-based within the church building.
- Interactions with church staff, congregation members, and community visitors.
- May require occasional evening or weekend availability for church events

TO APPLY:

Interested applicants are encouraged to submit a cover letter and resume to:

jberg@genesisconsulting.solutions

WHILE WE APPRECIATE ALL APPLICATIONS, WE ADVISE THAT ONLY THE CANDIDATES SELECTED TO PARTICIPATE IN THE RECRUITMENT PROCESS WILL BE CONTACTED.