

Youth for Christ Victoria

Office Administrator

1. Title: Administrator

Area/Department: Support Services

Classification: Part time (20 hours/week)

2. Mission Statement: Youth for Christ Victoria exists to see every young person living fully in Christ.

3. General Description: To provide administrative and reception services for the YFC Victoria Office.

4. Work Location and Environment: Time will be spent in the office with occasional periods in other locations for such things as meetings, retreats and special functions.

5. Specific Responsibilities:

5.1 Reception Duties

Promoting a friendly, warm, caring and professional atmosphere by:

1. Greeting the public.
2. Informing the public about YFC programs.
3. Directing inquiries to appropriate staff and answering questions.
4. Current knowledge of the daily whereabouts of staff.
5. Answering telephone and managing emails; directing them to appropriate staff members, responding and taking messages as required.
6. Call service companies for office equipment upkeep as required. Record and charge appropriate ministries for use. Inform finance office.
7. Maintain and update databases (Silent Partner, mail, email).

5.2 Assisting staff in fulfilling their ministry duties by:

1. Compiling events, creating and maintaining organizational calendars as requested.
2. Coordinate with ED regarding quarterly newsletters, thank you letters, prayer network, and other similar letters are completed and distributed on time.
3. Assist in the development and management of promotional material – print, social media, website, etc.
4. Prayer support of staff.

5.3 Ensure that the filing system is current and up to date.

1. Update and manage regular office admin files.
2. Collect, update and manage volunteer files.

5.4 Human Resource

1. Ensure the onboarding and off-boarding of staff is in line with YFC Canada charter agreements.
2. Update and manage new and prospective staff files.
3. Manage YFC Victoria HR system.
4. Manage YFC Victoria Benefits program.

5.4 Projects

1. Provide assistance and support with YFC projects as assigned by the Executive Director (e.g., Fundraising events, city-wide youth events, etc.).
2. Provide support systems and project management as required by Executive Director.

5.5 Mail and Post office

1. Retrieve mail, sort and inform staff of incoming mail/finances. Forward appropriate information to bookkeeper.

5.6 Other:

1. Maintain and update various databases, insurance agreements, leases, etc.
2. Sign YFC Canada Statement of Faith and Community Commitments.
3. Read and agree to the YFC Victoria Policy Manual.
4. Attend staff meetings and other mandatory YFC events.
 - Record and distribute staff meeting minutes.
 - Record and maintain a log of prayers, answered prayers and testimonies.

6. Working Relationship:

A: I report to: Executive Director.

B: I work closely with: all staff.

7. Basic Requirements:

A. Spiritual Development

A personal commitment to the Lordship of Jesus Christ.

A consistent life which brings glory to Him.

Adherence without reservation to the Statement of Faith and Community Commitments of Youth for Christ.

A desire to grow spiritually.

B. Educational/Training/Experience Requirement

High School graduation.

Office and Computer experience including Microsoft Office programs.

The ability to communicate effectively both verbally and in writing is required.

C. Character Traits

Have integrity and confidentiality.

Have a sense of humour and optimism.

Be conscientious in all matters of work and spiritual life.

Be supportive of others' ideas, strengths and weaknesses.

D. Physical

Must be able to lift and carry a weight of 10 kilograms.

Must have a valid driver's licence.

Must provide own vehicle.

E. Organizational Compatibility

The program of Youth for Christ represents methods and concepts that are well tested and proven. We are looking for men and women who will accept and implement these concepts that are desirous to become part of an organisational effort.

A position in Youth for Christ must be viewed as much more than a job. It must be seen as a personal involvement in a ministry under God, which is designed to introduce young people to Jesus Christ and to help them in their spiritual development.

Regular church attendance is required by all staff, as is some local church involvement.

Any criminal record must be revealed, as well as any unresolved interpersonal or moral issues which may damage ministry effectiveness.

F. Specific Skills

The ability to manage paperwork and other related items in a tidy, organized manner.

Ability to establish a support network to raise required funding for position.