

Job Posting
OFFICE MANAGER
St. Stephen Lutheran Church, Kitchener, ON
www.ststephenchurch.ca

St. Stephen Lutheran Church is currently seeking a part-time Office Manager to provide administrative support to the congregation, Pastor, and Church Council. The successful candidate will have strong organizational and office management skills as well as bookkeeping and/or accounts payable experience, with high attention to detail. We require an individual able to work both independently and as part of a team. As the first point of contact for visitors to the church and on the phone, a compassionate and welcoming demeanor is vital to this role. Previous church office experience is an asset.

Responsibilities include:

- Acting as primary contact for church members and visitors, both in-person, on the phone, and via email and social media.
- Preparing weekly bulletins, monthly newsletters, and handouts for special events.
- Maintaining a calendar of all activities at the church including services, bookings, rentals, committee meetings, and social events.
- Bookkeeping duties such as receiving and processing both invoices and payments, reconciling bank accounts, working with the Church Treasurer to prepare financial statements, payroll tasks, preparing cheques for authorising signatures, managing petty cash, and liaising with Church bookkeeper regularly.
- Managing church bookings to include rental agreements, scheduling, proof of insurance, and receipt of payment.
- Providing support to Church Council, and other committees as required, by creating agendas, providing all documentation required to committee members in preparation for meetings, recording secretary's minutes, having knowledge of church constitution and protocols, and preparing ballots for voting.
- Assistance to the Pastor, as required.
- Overseeing the purchase of church supplies.
- Updating and posting on church website and Facebook.
- Maintaining confidential files, both electronic and paper.
- Managing the distribution of church keys.
- Liaison and point of contact for vendors and service providers, including public health for kitchen inspections.

Preferred skills and qualifications include:

- 3-5 years experience in an office administrator role, with priority given to those with bookkeeping and/or accounting experience.
- Post-secondary education in office administration, with bookkeeping or accounting being an asset.
- Proven efficient use of Microsoft Office including database management, online banking, mass emailing systems, and photo editing software is required with experience using Powerchurch software being an asset.
- Working knowledge of bookkeeping and/or accounting.
- Ability to work collaboratively with the Pastor, congregational leaders, staff, and visitors to the church.
- Strong and effective interpersonal and communication skills, both verbal and written.
- Ability to work independently as well as in a team environment.
- Ability to produce work with a high level of accuracy and attention to detail.
- Experience with social media account maintenance, preferably for a workplace or business.
- The ability and willingness to perform a variety of tasks that may occur only occasionally, when required.

This is a PT position for 12 hours per week, \$25.00 per hour. The successful candidate will be required to work on site and have Monday – Friday availability.

To apply, please forward a cover letter and resume to ststephenhiring@gmail.com no later than August 14, 2026. We thank everyone for their interest but only candidates selected for an interview will be contacted.