

# Unitarian Congregation in Mississauga



## Office Administrator Permanent, Part-Time Position

The Unitarian Congregation in Mississauga seeks a flexible, energetic and upbeat Administrator. Located at QEW and Hurontario in south Mississauga, this is a friendly and busy office with varied tasks. The candidate needs to be a skilled multi-tasker with the ability to prioritize. The Administrator will be comfortable working both independently and with others. Office hours are half-days, Monday to Friday, from mid-August through June each year.

The ideal candidate will possess good administrative, computer and English skills. The successful candidate will be organized and experienced, supportive of Unitarian principles, with a positive attitude and good interpersonal skills. Ability to work with volunteers is an important quality.

### **Duties include:**

- Responding professionally to phone, email and in-person enquiries about activities and programs;
- Facilitating communication between congregation members, the minister, lay chaplains and the public;
- Handling rental and tenant enquiries skilfully, scheduling rentals, managing accounts and information;
- Preparing good quality congregational materials (weekly bulletins, monthly newsletters, annual reports, brochures, etc.);
- Preparing correspondence and documents;
- Providing office assistance for congregational committees and volunteers.
- Providing some property management services;

**Work hours:** 26 hours per week, mid-August to June 30th  
Summer work is required on a reduced hours basis

**Starting salary:** \$17/hour depending on qualifications and experience

**Position begins:** Immediate

Email resumes by Friday, January 27<sup>th</sup>, 2012 to [hire@uucm.ca](mailto:hire@uucm.ca) No phone calls please. Interviews will be scheduled with selected candidates in February.  
The Unitarian Congregation in Mississauga is an equal opportunity employer.