



Employment Opportunity Office Manager (Full-time)

Elim Chapel is a non-denominational church in downtown Winnipeg. We are looking to immediately hire a full-time (40 hours) Office Manager to oversee administration and manage the office at Elim Chapel, in order to fulfill the organization mission, vision and goal.

Job Responsibilities:

- Oversee daily office procedures including reception, maintaining calendar, maintaining confidential client database and attending weekly staff meeting
- Order and maintain all office supplies within the budget, purchase or lease office equipment provide trouble shooting for office equipment or software and contact service personnel as needed
- Coordinate the various aspects of Sunday service
- Coordinate, plan and book church facility for congregational and community rentals
- Design & create promotional material and other publications digitally and for print.
- Maintain and update the organization website
- Assist with yearly budget preparation, insurance policy renewals, rentals and office equipment lease contracts
- Edit and upload podcasts and videos
- Other duties as assigned

Skills/ Qualification:

- Training and experience in administration and office management
- Team player, with good communication and interpersonal skills
- Competent in using office equipment and computer software programs (MS Office, Mediashout, Adobe Photoshop/Premiere etc.)
- Administrative, time management and organizational skills.
- Willingness to support all areas of ministry in the church.
- Knowledge of Web administration will be an asset.

Conditions:

- Applicants must be legally entitled to work in Canada
- Valid criminal record check and child abuse check is required for this position

Wages: \$13-17/hour (Based on experience & qualification)

Please email cover letter and resume to office.elimchapel@gmail.com

We thank all applicants for their interest, but only those selected for an interview will be contacted.