



# TILLSONBURG ALLIANCE CHURCH

www.tillsonburgalliance.com

**Position:** Office Administrator (21 Hours/Week)  
**Location:** Tillsonburg, Ontario, Canada  
**Deadline:** May 15, 2023

Tillsonburg Alliance Church (TAC) is a multi-generational, 150 person plus community of believers located in the heart of Southwestern Ontario. Various faith groups – from traditional denominations to Mennonites to Dutch Reformed – are present in the area and people from these (and other) backgrounds are increasingly a part of our church community.

The Town of Tillsonburg is a growing community of approximately 20,000 people with an economy powered by manufacturing, the surrounding agricultural region, connection to larger urban centres (Woodstock, London, etc.) and increasing in-migration from throughout Ontario.

The Tillsonburg Alliance Church is seeking a part-time, permanent Office Administrator to coordinate the operation and maintenance of the church, including, but not limited to, visible appearance and cleanliness, signage and bulletin boards, record management, policies and procedures, payroll, financial tracking and reconciliation, ministry liaison, etc. The ideal candidate will be someone who:

- Excellent communication skills
- Good interpersonal skills and decision-making abilities
- Ability to work independently and solve problems creatively
- Strong organizational skills and a demonstrated ability to follow through
- Excellent computer skills including Microsoft Office Suite (Word, Excel, Outlook, PowerPoint), Simply Accounting, Google calendar, Cloud storage, Website design and management and the ability to learn new software applications
- Ability to multi-task and deal with a variety of projects at one time
- Able to represent the Tillsonburg Alliance Church in a professional, consistent and positive manner inside and outside the organization
- Experience in bookkeeping and financial management
- Communication and Marketing experience including the ability to do website and social media updates

## **Qualifications:**

- Diploma or certificate in Administration, Business, Commerce, etc, or an appropriate mix of education and experience;
- Minimum two (2) years experience in similar positions; and,
- Willing to participate in academic upgrading or training as needed.

If you have reviewed the **COMPLETE JOB DESCRIPTION** and feel that this is where God is calling you, please submit your resume to: [tacpastorsearch@gmail.com](mailto:tacpastorsearch@gmail.com).

Should you have any questions regarding the process, please contact us as above.

270 Quarterline Rd. Tillsonburg ON N4G4G8

**Mission - love GOD, love OTHERS & disciple**