

Help us drive our mission statement of …

“To know God through Jesus Christ, and to reflect God’s love as the church in a changing community and world”

With over 145 years of history in the Barrie area, Burton Avenue United Church, is seeking out an Administrative Assistant to join our dynamic team! The work takes place from the BAUC office and runs Monday through Friday 9-12 noon with the possibility of expanded hours. The position reports to the Minister of Word, Sacrament and Pastoral Care and while the main focus is to support that role, the job also entails providing support to other team staff, the Church Board and our growing Congregation.

Below are the key skills we are looking for:

1. A confident and dynamic set of communication skills (both verbal and written) while dealing both one on one and within a team
2. Demonstrated excellence in MS Windows and Office (Word, Excel and PowerPoint)
3. Respecting confidentiality at all times is essential
4. Ability to work both independently and within a team in a fast paced environment
5. Adherence to deadlines are essential while managing multiple priorities

A more detailed job description will be available, when contacted for an interview.

Interested applicants, should email their resume to mandpbauc@outlook.com (with subject heading “BAUC Admin”)

Deadline for submissions is end of day, Monday March 23rd

We thank all applicants but **only** successful candidates will be contacted.

Burton Avenue United Church

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Barrie, On

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