

Office Administrator / Social Media Manager

Location: Westminster United Church, Whitby Ontario

Position Type: Full-Time 8 week Contract, 35 hours / week.

*Applicant must be meet eligibility criteria for Canada Summer Jobs program.

Position Overview:

We are seeking an enthusiastic and detail-oriented individual to join our staff for 8 weeks as an **Office Administrator / Social Media Manager**. This dual-role position is ideal for someone who has strong organizational skills and is proficient in managing social media platforms. The person in this role will play a key part in facilitating day-to-day administrative functions while also overseeing the church's online presence on Facebook and Instagram.

Initial training and supervision will be provided by the Ministerial Administrative Assistant (MAA).

During this time, the MAA will be re-designing the Westminster United Church website and requires dedicated time for this project. The website is one our key outreaches to the wider community.

Key Responsibilities:

Office Administrator Responsibilities:

- Provide administrative support to church staff and leadership.
- Answer phone calls, respond to emails, and maintain communication with congregants and visitors.
- Schedule meetings, events, and church activities in the calendar.
- Filing documents in paper and digital format.
- Set up Zoom links for meetings.
- Assist with the preparation and distribution of weekly email blast via MailChimp.
- Provide a welcoming environment for visitors.
- Maintain confidentiality of sensitive information.

Social Media Manager Responsibilities:

- Update the church's social media accounts on Facebook, Instagram.
 - Capture photos and videos of Westminster events.
 - Monitor social media interactions and respond to comments and messages in a timely and professional manner.
 - Collaborate with the church leadership and ministry teams to promote events, services, and initiatives online.
 - Ensure that all digital content aligns with the church's values and mission.
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Qualifications:

- High school diploma or equivalent.
 - Fluency in English required.
 - Strong organizational and time-management skills.
 - Experience with Microsoft Office Suite, WordPress and Canva.
 - Proficient in managing Facebook and Instagram platforms.
 - Experience in content creation, graphic design, or video editing is a plus.
 - Excellent written and verbal communication skills.
 - Ability to work independently and as part of a team.
 - Strong attention to detail and ability to prioritize tasks effectively.
 - Comfortable working in an Affirming faith-based environment.
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Preferred Skills & Experience:

- Previous experience in an office or administrative role, preferably in a church or nonprofit setting.
- Basic graphic design skills (e.g., Canva, Adobe).
- Ability to adapt to the needs of a dynamic work environment.

Time Commitment: Full-Time 8 week Contract, 35 hours / week.

Monday – Friday June 16, 2025 – August 8, 2025

How to Apply: Please submit your resume, cover letter, and any relevant work samples to wuc@westminster-uc.ca. In your cover letter, please tell us about your passion for this field and how your skills align with the responsibilities of this role. We look forward to hearing from candidates who are committed to making a positive impact in our community of faith!

Westminster United Church is an equal opportunity employer. All applicants will be considered for employment without regard to race, religion, gender, sexuality, national origin, or disability.
