

JOB FOCUS – RECEPTION AND CLERICAL ASSISTANT POSITION

Vernon Alliance Church is seeking a Reception and Clerical Assistant. This key front-line role welcomes visitors, manages communications, and supports the operational needs of staff and ministries. The ideal candidate is highly organized, communicates effectively, adapts easily to changing priorities, and demonstrates a servant heart in alignment with the mission and culture of Vernon Alliance Church.

Key Responsibilities

Reception & Communications

- Provide courteous and professional front desk support, including handling phone calls, greeting visitors, and responding to inquiries.
- Direct inquiries to appropriate staff, ministries, or community resources.
- Distribute materials and information as requested.

Clerical & Administrative Support

- Sort and distribute incoming mail; arrange parcel or stamp pickups.
- Record minutes at staff meetings.
- Perform photocopying duties and manage maintenance of the photocopier.
- Create and circulate emails, newsletters, and other internal communications.
- Ensure debit machine functionality throughout the week and for Sunday services.

Resource Tracking & Distribution

- Coordinate and track applications for programs and support (e.g., School Fee Program, Benevolent Funds).
- Manage event and rental bookings.
- Ensure prayer requests are sent to the appropriate teams.
- Organize monthly tasks such as sending family birthday cards and updating the Vacation Calendar.
- Maintain inventory of donation envelopes and connection cards for the sanctuary.

Planning Centre Management

- Utilize Planning Centre for room bookings, CRC tracking, Sunday attendance records, and creation of lists and email distribution as required.

Office Environment & Purchasing

- Maintain general office cleanliness and monitor security through camera systems.
- Oversee the Fellowship Kitchen, including inventory, supplies, and proper sanitation, as well as paper supply purchases for the Fellowship and Arbour kitchens.
- Manage purchasing of office supplies, water delivery, communion elements, and items for events or meetings.

Ministry Project Support

- Assist with small and large-scale ministry initiatives as needed.

Reporting & Collaboration

- Reports to the Executive Assistant, with oversight from the Director of Operations.
- Provides support to all staff and departments across the organization.



Work Schedule

- Hourly contract position of 32 hours per week.
- Monday to Thursday, typically 9:00 a.m. to 4:00 p.m., with occasional 8:00 a.m. starts for purchasing tasks.
- Occasional support outside regular hours may be required.

Required Qualifications

- Proficiency with switchboard operations and Microsoft Office Suite.
- Strong organizational, multi-tasking, and prioritization abilities.
- Collaborative mindset and ability to work effectively in a team.
- Excellent verbal and written communication skills.
- Adaptability with evolving technologies and willingness to learn and implement new systems and tools that improve clarity, efficiency, and communication.
- A servant heart with a positive and flexible attitude that supports the mission and ministry of Vernon Alliance Church.

What We Offer

- A dynamic and supportive work environment where your contributions make a direct impact on ministry and community.
- Opportunities to grow in skills, technology use, and ministry involvement.
- A culture focused on teamwork, servant leadership, and positive engagement.

Compensation

- \$20-\$21.50 per hour, based on experience.

Application Process

Interested individuals may contact Kelly Johnson at kelly@vernonalliance.org. Please include a resume and cover letter outlining relevant experience and training. Only candidates selected for an interview will be contacted. This position will remain open until filled.

