

DEACON CARE COORDINATOR AND FINANCE ASSISTANT

Hours/Week: 20 hours/week, Monday - Friday (Part-Time)

Supervisor: Director of Finance

Role Summary:

The Deacon Care Coordinator and Finance Assistant will carry out the mission of Hope Bible Church Oakville by providing support to the Director of Finance and various areas of focus within the Deacon Ministry and Finance Department.

ROLE

- Manage the Director's calendar and facilitate meetings (i.e., agendas, minutes)
- Offer administrative assistance to the Deacon ministry, including the intake of information and prayer for those requesting care
- Receive requests for Deacon Care and work alongside the Deacons and Deacon Care team members to provide the best care across our 4 Deacon priorities: Household Helps, Relational Care, Health Needs, and Financial Care
- Onboard Deacon Care team members and track their onboarding requirements to ensure accountability for the Deacon ministry
- Write quarterly reports that communicate and summarize the details about the ongoing care provided by the Deacon Care ministry within our church
- Provide support to the Deacons by coordinating room bookings and hospitality for meetings and events
- Work alongside Compassion and other ministries within the church to ensure wrap-around care for people requesting Deacon Care
- Provide administrative support for the information technology needs of the staff/church which will include keeping records of IT assets
- Implement/manage tasks and projects for the Finance department, as assigned by the Director of Finance
- Perform other duties as required

EDUCATION

- Secondary School diploma is required

EXPERIENCE

- Minimum of 3-5 years of experience in an administrative role is preferred
- Proficient working in Google Workspace (i.e., Google Sheets, Google Documents, and Google Forms) and Microsoft or Apple Word document programs
- Experience working in a team environment

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ESSENTIAL QUALIFICATIONS

- Well-developed organizational and time management skills, with a demonstrated ability to take initiative on projects
- Strong attention to detail and high level of accuracy in preparing information
- Ability to balance multiple tasks
- Strong communication skills and excellent interpersonal skills
- Sensitivity to confidential information
- Servant's heart, open to learning new skills and an ongoing pursuit of humility

All applicants must possess the following qualifications:

- A mature follower of Jesus Christ with character consistent with Titus 1:5-9 and 1 Timothy 3:1-7
- Authentic lifestyle demonstrating consistent character and spiritual growth
- Agreement with [Hope Oakville's doctrinal statement](#)
- A commitment to the [mission](#), vision, and leadership of Hope Oakville
- You will be required to care for, minister to and pray with the volunteers within the ministries you work in and the congregation members you encounter.
- You will also participate in our weekly staff prayer where we pray for our church, our ministry, our congregation and each other.