
PART-TIME ADMINISTRATIVE LEAD

Position Description, Qualifications and Guidelines

Are you energized by bringing order out of chaos? Do you have a track record of enabling others to thrive by building effective systems, procedures and policies? Do you enjoy seeing the potential in a situation released through effective organization?

Rooted in North East London, Ontario, Mosaic Intercultural Church London is a small, dynamic and diverse church that is seeking an Administrative Lead. We believe that God is calling us to follow Christ in the power of the Holy Spirit in a path that can be described by these four compass-points: (i) Inter-Cultural Reconciliation, (ii) Inter-Cultural Theology, (iii) Spiritual Formation and Discipleship, and (iv) Christian Community Development. We are seeking an individual whose heart and skill in Administration and organization will enable our church community to thrive through the effective and safe deployment of the gifts of the community.

WHAT IS AN ADMINISTRATIVE LEAD?

The administrative lead is an individual whose heart and skills in managing information, book-keeping, writing and policy development enable others in their community to thrive. They demonstrate competence in core administrative tasks and delegate effectively to volunteers who experience joy and maturation while working under their leadership.

CORE RESPONSIBILITIES

The Administrative Lead will focus on these core areas of responsibility:

- Overseeing Mosaic's financial records:
 - Selecting a platform for effective financial book-keeping.
 - Providing monthly financial updates to the Executive Director.
 - Co-ordinating Mosaic's records with Vision Ministries' records until our charitable status process is complete; afterward, keeping Mosaic's financial records accurate, up-to-date and clear.
 - Ensuring donations and income tax receipts are handled in responsibly and effectively.
- Developing Mosaic's operating policies and procedures:
 - Collaborating with the Executive Director, staff team and core volunteers to define what policies are necessary and helpful.
 - Writing operating policies and procedures in a coherent and attractive format and style.
 - Supporting the training and implementation of the policies with the Executive Director.
- Facilitating information management, scheduling and organization:

- Compiling and maintaining current contact information for Mosaic's internal and external networks.
- Ensuring effective scheduling and communication with volunteers in core areas such as Sunday services, special events and church training.
- Supporting the Executive Director in donor relations.
- Facilitating volunteer teams (in consultation with the Executive Director) for the effective accomplishment of these responsibilities.

KEY RELATIONSHIPS

SUPERVISOR: EXECUTIVE DIRECTOR & PASTOR OF MOSAIC, ANDREW KARRAM

The Administrative Lead will report directly to the Executive Director and Pastor; the relationship will include goal-setting, accountability, and coaching.

STAFF TEAM: PASTORAL WORKER AND COMMUNICATIONS AND TECHNOLOGY ACTIVATOR (TO BE DETERMINED)

The Administrative Lead will build collaborative, nurturing relationships with other staff team members that contribute to each team member's effectiveness and satisfaction. Regular staff team meetings and shared learning will help facilitate a vibrant team life.

VOLUNTEERS: KEY ADMINISTRATIVE LEADERS

The Administrative Lead will serve, collaborate with and develop teams of volunteers for the purpose of accomplishing their core responsibilities. They will be expected to work with established teams and to build and shape other teams as opportunity allows.

QUALIFICATIONS:

1. Growing communion with Christ revealed in personal transformation, the fruit of the Spirit and on-going spiritual disciplines and influence on others.
2. A demonstrable commitment to Mosaic's compass points.
3. A college diploma in a relevant field or equivalent experience at a minimum.
4. Relevant experience with track record of positive outcomes.
5. Three reference letters from volunteer and/or work environments that witness to the candidate's character, experience, skill and impact.

DETAILS

Start Date: December 1, 2020 (negotiable)

Hours: 10 hrs/week to begin

APPLICATION PROCESS:

Please submit your CV with a cover letter outlining your relevant experience, your reasons for applying and your vision for the position to Andrew Karram (andrew@mosaicchurchlondon.com) by 11:59 pm on Monday, November 9, 2020. We will review applications and be in touch concerning interviews. Those invited to interview will need to come with three reference letters to the interview. Interviews will be held the week of November 16, and notice will be sent by November 24, 2020.