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Office, Communications, and Financial Administrator

Vision of Mennonite Church

God calls us to be followers of Jesus Christ and, by the power of the Holy Spirit, to grow as communities of grace, joy, and peace, so that God's healing and hope flow through us to the world.

Statement of Identity and Purpose

We are a community of disciples of Jesus, a part of the Body of Christ, covenanted together as congregations, regional churches, and a nationwide church body. Gratefully responding to God's initiatives, and empowered by the Holy Spirit, we commit ourselves and our resources to calling, equipping and sending the church to engage the world with the reconciling Gospel of Jesus Christ.

Ministry Mandate

The Office, Communications, and Financial Administrator provides system-wide support to Mennonite Church Saskatchewan, its congregations, and Mennonite Church Canada.

Accountability & Appointment

- Hired by Executive Minister working with Personnel Committee
- Directly accountable to the Executive Minister

Time Commitment: 1.0 FTE, 40 hours/wk.

Location: On-site at Mennonite Church Saskatchewan Office in Saskatoon, SK or potential hybrid options
Applicants may apply for any or all of the 3 key functions listed below. MC Saskatchewan will begin reviewing applications on November 24, 2025.

Qualifications

- Demonstrates commitment to Anabaptist/Mennonite theology and practice.
- Knowledge of MC Sask constituency
- Possesses strong relationship skills, maintaining appropriate boundaries with people of all ages, backgrounds, and theological persuasions.
- Skills and experience in MS Office software, database management, communications applications, and website management.
- Skills and knowledge related to keeping financial records, financial data entry (QuickBooks), bill payment and payroll administration.
- Strong Internet competency, including website maintenance and social media maintenance
- Excellent reception and front desk demeanour
- Ability to collaborate in a team environment
- Strong organizational skills, and the ability to manage multiple tasks
- Possesses strong communication skills (written and oral), and knowledge of communication applications. Able to work collaboratively with communications personnel in other regions and the nationwide church.

Office Administrative Duties (0.4 FTE)

1. Works closely with the Executive Minister to meet needs of the MC Sask office
2. Receives guests and process phone calls, email messages, Canada Post mail
3. Coordinates, plans, and maintains registration for MC Sask events, gatherings, and hosting needs (including the Annual Delegate Session)
4. Keeps stock of office supplies and make orders when necessary
5. Manages occupancy costs of MC Sask office
6. Participates in staff meetings
7. Executes the annual publication and distribution of Report Books, audited statements and Directories
8. Assembles material for and disperse church mail outs
9. Keeps accurate and organized records according to the Records Management and Archives Policy
10. Manages provincial marriage registry for MC Sask pastors.
11. Maintains the MC Canada Online Directory as it relates to MC Sask
12. Performs other such other duties reasonably falling under the Office Administrator designation.

Communication Duties (0.4 FTE)

1. This individual will serve as the primary Communicator for Mennonite Church Saskatchewan.
2. Assist in developing a Communications strategy for MC Sask and execute it.
3. As primary communicator for MC Sask, they will work alongside regional and nationwide communication teams.
4. Maintains content of website and manages MC Sask social media.
5. Works as MC Sask liaison with the *Canadian Mennonite* magazine.
6. Produces regular updates to congregations and others; produces MC Sask quarterly updates, and annual report.
7. Produces promotional materials, as needed.

Financial Administrator Duties (0.2 FTE)

1. Manages all accounts payable and accounts receivable.
2. Manages bank accounts including deposits.
3. Manages investments in interest bearing instruments
4. Produces and distributes donation receipts
5. Disperses funds per budget and policy and receives funds directed to MC Sask
6. Manages payroll
7. Maintains financial records
8. Acts as contact person for all entities of MC Sask that are part of the consolidated review.
9. Works with accountant in completing the annual review and preparing annual statements and charities return.
10. Administers other financial duties as required
11. Resources congregational treasurers
12. Obtains Commissioner of Oaths signature for documents when required
13. Signs release forms per bequest requirements
14. Gives assistance as requested to Chair of Finance (MC Sask Council)
15. Keeps the corporate seal
16. Acts as authorized Canada Revenue Agency Representative for MC Sask

Terms of Employment

This is a permanent position. Probation period will be 3 months, at which time the employee will be provided with a comprehensive review of performance by the Executive Minister. After one year, performance will be reviewed once per year in the month of the employee's anniversary date.