

Job Opportunity:

Church Administrator - Part-time (22 hours/week)



About Hillside Church

Hillside Church is a growing, multi-generational, evangelical church located in North Vancouver's Lynn Valley. As followers of Jesus, we seek to **love God** with all of our heart, mind, soul and strength; **love each other** in humility and grace; and **love our neighbours** as ourselves. We do this by participating in several **core practices** as a Christian community:

- *Worship*: Weekly gatherings in large and small groups
- *Prayer*: Regularly listening, interceding, lamenting and giving thanks to God
- *Hospitality*: Welcoming others into our homes and hearts
- *Generosity*: Giving and living sacrificially with our time, money, and spaces
- *Doing good*: Blessing, encouraging, helping, listening, loving one another
- *Keeping promises*: Being true and steadfast to our commitments

Role Description:

The Church Administrator provides a vital and valuable support role for the mission, ministry, and discipleship of the whole church. This person is an integral part of a staff team that includes pastors, interns, and a building manager—and is a primary contact for Olive Grove personnel (who operate a daycare and afterschool program in the building) and for church members needing admin assistance.

This role is a part-time (22 hrs/wk), on-site position at Hillside Church, and while the days are flexible, a preferred weekly schedule would be Mon/Tues/Thurs, since staff meetings are on Tuesdays. The weekly staff meetings review the previous week and set the goals for the coming week. Occasional evening and weekend availability is needed for special events. Hourly wage is commensurate with experience, between \$18-21/hour.

A strong candidate is someone who:

- Joyfully provides administrative support for pastors, staff, and church leadership
- Thrives in a multi-tasking environment, using strong organizational and problem-solving skills
- Employs excellent collaborative and interpersonal skills in a people-intensive environment
- Stands out as a very strong team player
- Engages and connects with people inside and outside the congregation through newsletters, social media, or other means of communication
- Assists with facilities management or organization tasks as needed
- Operates discreetly in situations that require confidentiality

Role Responsibilities:

Approximately 50% - General administration

- Complete a broad variety of administrative tasks for Hillside Church, which include but are not limited to: responding to inquiries, maintaining subscriptions and licences, coordinating the schedule of church events, paying bills, assisting in church finances, managing building and parking lot leases, ensuring church policies are followed, posting minutes, purchasing office supplies, etc.

Approximately 50% - Other activities including:

Communications and Information Technology

- Update and administrate the church website (www.hillsidebaptist.ca)
- Actively maintain the social media presence of the church on Instagram
- Streamline communications and stay up to date with advances in technology
- Work with church Communications Team and external graphic designers to coordinate the creation of print and digital assets for the church

Ministry Support

- Work with the Welcome Team to establish visitor contact for Hillside Church from first visit. Ensure contact data for Hillside members and attenders is up to date and maintain an online church calendar that anticipates key events and dates to support planning.

Staff Training

- Prepare orientations and staff training for new employees including: training on office equipment, computers, and emergency/security procedures. Maintain master list of staff working hours and planned vacation.

General Requirements for all staff

- Pray regularly and actively develop one's faith in Jesus. Sense God's calling to this work of ministry and be eager to use one's gifts and talents to serve Christ.

Position Requirements:

- Excellent computer skills and proficiency in Microsoft products (including Word, Excel, Power Point and Exchange/Outlook)
- Excellent interpersonal, organizational and project management skills with a fine eye for detail
- A good communicator who also works well with confidential information
- A self-starter and a team-player who is able to work with minimal direction/little supervision
- Ability to handle multiple tasks simultaneously and be organized, flexible, and personable
- Relevant experience in communications, promotion, or facilities management a plus

How to Apply

Applications, including a cover letter and resume, should be submitted by email to jeff.schuliger@hillsidebaptist.ca. This initial posting will be open until August 30, 2024 unless the position is filled before then. Candidates will be interviewed during this submission period.