

Administrative Coordinator

The Administrative Coordinator (AC) reports to the Co-Lead Pastors. The AC oversees the administrative assistant duties of the church operation, alongside direct responsibility of administration for the Co-Lead Pastors. This role includes coordinating all administrative personnel (not including financial & bookkeeping duties) to ensure a smooth-running Church office. It includes interacting with Church members as they connect with the Church office.

The AC will also assist in the restructuring of all administrative support duties at the Church, working with the Pastors to build an improved administrative structure to support the short and long-term vision of the Church.

Duties & Expectations

- Assist Co-Lead Pastors in their administrative requirements.
- Oversees the Guest Services aspect of the Church office and coordinates personnel on first contact duties related to phone calls, walk-ins, and emails sent to the church email address.
- Oversee & coordinate other administrative staff in the areas of specific ministry support, database management, event planning, and communications.
- Act as a central hub for other administrative personnel, office volunteers and ministry support roles to help them maximize their roles.
- Prepare relevant documents for Church Council and Congregational meetings. Includes taking minutes related to these meetings.
- Support Human Resource documentation and administrative needs.
- Communicate clearly and regularly with staff to help build a strong team culture at the Church. This includes the use of church planning tools such as 'Planning Center' and 'Google' platforms.

Required Knowledge, Skills and Abilities

- Excellent time management skills
- A self-starter with an innovative approach to administration
- Comfortable working with technology
- Can prioritize concerns and requests without much guidance
- Good track record of communication skills both written and verbal.
- Committed to Jesus, the Church's mission and message. Affirms the BCMB Confession of Faith.
- Prior team leadership roles are an asset and ability to deal with people.

- Has good judgment and maturity in dealing with sensitive information.
- Must be an active member (or willing to become one) of South Abbotsford Church
- Show an ability to be flexible & multi-task.

Salary & Hours

- 4 days a week (Monday to Thursday) – 30 hours a week
- Salary negotiable based upon experience & education (\$26 hr. range)
- Includes Benefits

Application Process:

Please send an email with a cover letter and your resume to [Garth Borthistle](#).
Applications open until Friday, May 2, 2025