



**IMMANUEL  
VANCOUVER**

998 19<sup>th</sup> Avenue East  
Vancouver, BC, V5V 1K7  
[www.immanuelchurch.ca](http://www.immanuelchurch.ca)

## **Administrative Coordinator Job Description**

Part-time role.

15 hours per week (flexible hours) at \$15 an hour.

Reports to the Senior Pastor (Lloyd Lee).

### **Job Summary:**

The administrator is responsible for coordinating the administrative needs of the church (particularly regarding the Sunday service), managing the church office, bookkeeping, and providing administrative support to the Pastor. This person will act as the central point for information and communication within the community. They will be organized, adaptable and have strong communication skills.

### **Duties include:**

#### ***Service Coordination:***

- In cooperation with the ministry leaders, the administrator coordinates the service roster, ensuring coverage of various roles and responsibilities necessary for a Sunday service to run smoothly; and
- Oversees the administrative needs of Sunday and other services, ensuring projected words and images are prepared in advance on the church's Easy Worship program and preparing the order of service bulletin.

#### ***Communications:***

- The administrator drafts a weekly newsletter, ensuring upcoming events and information about Sundays are communicated with the congregation;
- Maintains the church calendar and creates marketing visuals (e.g. announcement slides, flyers) to promote upcoming events;
- Seeks to further the church's online presence through social media.

#### ***General Administration:***

- The administrator should be proactive in supporting the Pastor with general administration;
- Is responsible for proper maintenance of all church records;
- Takes minutes at an evening leadership team meeting once every month, and provides any other necessary administrative support for these meetings;
- Attends a weekly staff meeting, and a monthly review meeting with the pastor; and
- Participates in implementing the vision and values of the church.

**Events:**

- With assistance from the leadership team, the administrator plans and coordinates the social events calendar of the church for the year.

**Bookkeeping (reporting to the Treasurer):**

- The administrator is responsible for updating financial records (weekly) using the church's accounting software (QuickBooks), and reconciling the account with monthly bank statements;
- Ensures the Sunday offering is properly recorded, and deposits donations at the bank biweekly;
- Assembles invoices and prepares cheques for signature; and
- Produces giving updates and year end charitable receipts.

**Qualifications Required:**

- A deep and growing relationship with God;
- A polite and patient manner;
- A thorough commitment to confidentiality;
- Ability to take initiative;
- Strong organisational skills, with attention to detail and the ability to manage multiple priorities;
- Previous administrative and/or bookkeeping experience is an asset as well as previous experience working or volunteering for a church;
- Excellent computer skills: experience with Mailchimp, Wordpress, Quickbooks, Easyworship or Planning Centre is an asset.

Note: Immanuel meets on Sundays at 4:30 pm. The administrator is asked to attend a minimum of one Sunday service per month.

Send your resume and a brief note explaining your interest in the position to [office@immanuelchurch.ca](mailto:office@immanuelchurch.ca)