



Erickson Covenant Church Office Administrator

ericksoncovenant.ca
250-428-4174

Erickson Covenant is an active, growing, multi-generational church in Creston, BC. Our average weekly attendance is 120 people; we have children and youth ministries, small groups, and outreach events. We love the Valley and are dedicated to helping people find and follow Jesus.

The church Administrator is vital! Often, the Administrator is a newcomer's first point of contact with the church, either on the phone, through social media, or in person at the office. The Administrator will manage communication and advertising, support volunteers, and look after the office. This person needs a wide variety of both administrative and interpersonal skills.

It is important that the Administrator embrace the vision and values of Erickson Covenant Church and be pursuing their own growing relationship with Jesus.

Job Specifications

General Office Duties:

- Answering the phone
- Responding to emails
- Greeting walk-in visitors
- Compile and print the Sunday bulletin (using Microsoft Publisher)
- Maintaining the church calendar
- Order and replenish office supplies as needed
- Manage the recording of data, such as church attendance and welcome card information

Communications:

- Maintain the church's website (using WordPress – training available)
- Maintain the church's Facebook page
- Make slides for worship service (using ProPresenter – training available)
- Assist in design and distribution of advertising
- Write letters, reports, prayer requests, etc as needed

Supporting Teams:

- Work with volunteer team leaders to schedule and advertise events
- Assist with calling to recruit volunteers, especially for special events

- Process volunteer applications, and maintain volunteer files

Finances:

- Meet with treasurer and/or bookkeeper weekly to count offering
- Make a weekly bank deposit
- Manage accounts payable (training provided)

Building Care:

- Tidy sanctuary and entrance weekly
- Coordinate with cleaners, and with snow removal contractor

Special Events:

- Book venues
- Recruit volunteers

Personal Qualifications

- Warm, friendly, and caring; able to create a welcoming atmosphere.
- Flexible and adaptable; able to respond quickly to the changing needs of the day.
- Organized and efficient; able to take initiative and manage multiple priorities.
- Excellent interpersonal and communication skills, both written and verbal.
- A person of integrity; honest, loyal, and able to maintain confidentiality.
- Committed to the mission and values of Erickson Covenant Church; ideally, would attend services here and be part of our church family.

Hours and Compensation

This is a permanent part-time position, for 16 hours per week. Office hours are Tuesday - Friday mornings, from 9am to 1pm, though there is some flexibility.

The starting pay will be between \$15-\$17 per hour, depending on experience.

There will be a 3 month probationary period before the position is considered permanent.

To Apply

Please email resume, cover letter, and references to:

Dana Sproule, Associate Pastor, Erickson Covenant Church
dsroule00@gmail.com

Applications will be received until May 10th. Only those applicants selected for an interview will be contacted.