NC Office Administrator

Job Profile

Applicants are to submit resumes before November 22nd, 2026 and can be submitted to adamreid08@hotmail.com. Interviews will be arranged with individual applicants and completed before November 28th. Anticipated start date is December 15th, 2026.

1. Position Overview

The Office Administrator coordinates the church's administrative, financial, communication, and facility-related functions, supporting the effective operation of church activities and facilities and providing administrative support to staff and leadership. A detailed task and responsibility list is available here.

2. Reporting and Working Relationships

The Office Administrator reports to the lead pastor and Council and works collaboratively with the other staff, treasurer, Board of Management, staff, volunteers, and external service providers. The administrator follows established church procedures, seeks direction when needed, and brings significant concerns to the appropriate authority.

3. Key Responsibilities

Church Administration and Communication

- Monitor church email, respond to routine inquiries, maintain the congregational phone list, and communicate with the BC and Canadian Conferences and external service providers.
- Provide administrative support to church staff and leadership
- Attend weekly staff meetings.
- Coordinate the weekly newsletter, light social media activity, and website updates, directly or through others.
- Welcome weekday visitors and help manage interruptions to protect pastors' time.

Financial Administration and Donations

- Process weekly collections, invoices, and assigned financial transactions in accordance with established procedures.
- Maintain financial records, track donations, and prepare and issue charitable donation tax receipts.
- Reconcile the church bank account, prepare budget reports for the treasurer, complete the annual charity tax return, and prepare applicable GST rebate claims.
- Work with the treasurer and designated individuals to support financial review and oversight.

Church Records, Calendar, and Access

- Maintain the church use calendar, congregational records (including membership information and Council minutes), and organized digital and physical filing systems.
- Coordinate keys and authorized building access and protect confidential financial, administrative, and congregational information.

Building Coordination and Liaison

- Serve as the administrative liaison for building matters and communicate with service providers regarding facility services and contracts.
- Monitor facility conditions, report maintenance concerns to the Board of Management, and coordinate authorized repairs and follow-up.

- Oversee cleaning services, maintain cleaning, washroom, and office supplies, and coordinate renewals of parking agreements and long-term rental contracts.
- Refer significant facility concerns, proposed expenditures, and contractual issues to the appropriate authority.

Safety Administration

- Maintain safety documentation, including safety plans, evacuation maps, and relevant procedures.
- Coordinate administrative updates and assist with WorkSafeBC-related and other applicable workplace safety requirements.
- Report safety concerns, documentation gaps, and required follow-up to the appropriate church authority.

Rentals and Facility Use

- Respond to rental inquiries, coordinate approved bookings and access, and maintain rental agreements and records.
- Follow established procedures for rental fees and deposits and refer applications requiring approval, exceptions, disputes, and proposed changes to the appropriate authority.

Sunday Digital Media

- Ensure digital media requirements for Sunday services are met, either directly or by coordinating with designated staff and volunteers.

4. Hours, Schedule and Rate of Pay

The position is 20 hours per week, normally Wednesday, Thursday, and Friday, with daily hours arranged by agreement. The rate of pay for this position is $27/hr.

5. Authority, Controls, and Accountability

The Office Administrator follows established procedures for financial transactions, recordkeeping, confidentiality, purchasing, and contracts.

Financial authority rests with Council and is exercised through the treasurer and established church procedures. These procedures govern approvals, payment authorization, signing authority, financial review, tax filings, and backup coverage.

The Board of Management retains responsibility for building maintenance decisions, repair and expenditure approvals, and building-related oversight. The Office Administrator provides administrative coordination and carries out authorized tasks.

Council retains overall responsibility for church safety accountability. The Office Administrator maintains safety documentation, coordinates administrative follow-up as directed, and reports identified concerns.

Rental agreements, contractual commitments, and significant expenditures remain subject to established approval procedures.

6. Qualifications and Position Review

The position requires strong organizational, administrative, and communication skills; accuracy; discretion and confidentiality; the ability to manage competing priorities and deadlines; and the ability to work independently and collaboratively. Specific experience, training, and software requirements will be determined by the church.

This profile may be reviewed periodically by Council or its designated authority. Changes to responsibilities, reporting relationships, authority, hours, or other material employment conditions will be discussed with the appropriate parties and documented as required.

Criminal Record Check

As a condition of employment, the successful candidate must be willing to undergo a criminal record check, in accordance with applicable requirements and church policies.

7. Confidentiality

This position requires maturity of character, sound judgment, and discretion in handling sensitive personal, pastoral, financial, and congregational information. Trustworthiness and strong commitment to confidentiality are essential.