



## GRANDVIEW CHURCH JOB POSTING

### POSITION: CHURCH MANAGER OF ADMINISTRATION

Grandview Church is comprised of two congregations, ~300 members/adherents, with many ministries connected with and arising out of the life of the church and its neighbourhood focus.

The church is currently in a season of transition and discerning the structure and make-up of the staff team. Currently there are 21 staff positions that interact in some way with the Manager of Administration.

**Grandview Church's Vision:** "Grandview Church is a community of people who receive and extend the radical welcome of God in Christ through the power of the Holy Spirit for the transformation of ourselves and our neighbourhood."

We tend together the following seeds of God's Kingdom, which give focus to our efforts, and shape to our decisions: Creation Care, Shared Life, Justice, Corporate Worship, Biblical Reflection, Prayer & Creativity

**The purpose of this position is to support the staff team and congregations with administrative assistance and efficiency, alongside pastoral sensitivity and welcome.**

SEND RESUME AND COVERING LETTER TO: Hiring Committee through [info@gcbchurch.ca](mailto:info@gcbchurch.ca), OR to the Grandview Church by post (1803 E. 1<sup>st</sup> Ave, Vancouver, BC, V5N 1B2)

HOURS: Temporary Maternity Leave Position at 30 hours/week with the possibility of extension for the right candidate

SALARY: Beginning at a Living Wage the salary is commensurate with qualifications and experience

***APPLICATION DEADLINE: October 1, 2020.***

***SHORT-LISTED APPLICANTS will be contacted by October 2 to arrange interviews.***

***INTENDED START: November 15, 2020.***

#### Job Description Summary:

- Reception
  - o Act as first point of contact for all enquiries whether in person, or by phone, post, email etc; ensuring they are dealt with politely and professionally and followed up by appropriate action
- Office Management
  - o including purchasing, equipment management, database maintenance, maintain confidential files, office organization, online accounts management, maintenance of computers and internet service

- Facilities Management
  - o Including resourcing & scheduling building users, overseeing building security & insurance, supervising the janitor and building manager, orienting new staff & volunteers, overseeing Covid-19 protocols
- Communications
  - o Including maintenance of church website & online content; ensure internal and external notice boards are kept tidy and up to date; publications of weekly bulletin, annual directory & annual report; emails to distribution list; liaising with outside groups
- Financial Administration
  - o Including accounts payable functions, reimbursements, invoicing, assistance in year-end reporting, online accounts receivable tracking and tracking of pastoral budget items.
- Human Resources & Staff / Volunteer Support
  - o Including pastoral admin support; arranging logistics for staff retreats; coordinating meetings; administering personnel arrangements like staff benefits; event coordinator as needed.

#### Qualities:

Grandview Church is looking for someone with strong management and administrative skills who can work effectively independently yet within a team setting and amongst a diverse group of people. The successful candidate will share the vision of the church. The ideal candidate would have the following qualities:

- Self-motivated, organized and able to carry out a wide variety of tasks with excellent time management, ability to prioritize and attention to detail
- Proficiency in common software & website use, particularly Microsoft Office, Google Drive and MailChimp, and Sunergo
- Skilled in written, oral and interpersonal communications
- Need for strict confidentiality, with positive and proactive attitude towards church and its activities
- Baptized Christian whose faith is expressed through care for others as well as personal contemplation
- Ability to work with and lead volunteers
- Works well on a team
- Ability to relate to a diverse group of people across cultural, socio-economic and theological differences
- Ability to manage the unexpected
- Enjoys learning and new experiences
- Preference given to someone open to being part of the worshipping community of Grandview Church