

One Sentence Job Description

To ensure the smooth operation of administrative tasks, facilities maintenance and assist the Director of Operations with coordinating various ministries and events at Christ City Church.

Title

Administrative Assistant

Reports Directly to

Director of Operations

Type of Position

Part-time Contract

Hours per Week

10 hours per week*

**It is understood that, like any committed member of the church body, the Administrative Assistant will give a normal number of volunteer hours to the church each week.*

Working Hours:

- Flexible (There will be some Sunday morning requirements to help coordinate Sunday gatherings)
- Regular Sunday gathering attendance for one of our gathering is minimally required.
- Mandatory Sabbath day per week, consisting of a 24-hour period of rest from work related to all aspects of ministry.

Compensation

TBD based on experience*

**Christ City compensates employees at a competitive rate and takes into consideration the necessity of living in Vancouver.*

Key Responsibilities/Expectations

- Coordinate with service teams for Sunday services, including scheduling, prep, and scriptural supplies.
- Manage the church calendar and coordinate event schedules.
- Support the various Christ City Ministries with scheduling, supplies and updating events on Planning Center.
- Handle room bookings and coordinate logistics for events including food, printing, décor, and community gatherings.
- Support and organize events such as weddings, funerals, baptisms, retreats, and various church services.
- Oversee and coordinate building maintenance tasks including HVAC systems, plumbing, carpets, boilers, garbage management, and landscaping.
- Schedule and conduct regular inspections and ensure compliance with permits.
- Order and manage janitorial and kitchen/café supplies, ensuring stock levels are maintained.
- Handle membership records, park permits, and mailings.

Additional Responsibilities

Understanding that no area of ministry at Christ City stands alone, and that all team members lead with a passion for the health of the overall church, you will be called upon to serve in other ministry duties from time to time at the discretion and request of the Director of Operations.

Experience and Qualifications

- Strong organizational and multitasking skills with the ability to manage diverse tasks.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with the Director of Operations, various teams and volunteers.
- Proficiency in office software and willingness to learn to new systems.

About Us

Christ City Church is a growing church, geographically located in the centre of the city of Vancouver, with a vision to establish a network of Neighbourhood Churches. We have planted in three other neighbourhoods (Kitsilano, East Vancouver and Surrey) and our vision is to continue to plant healthy, faithful churches in and around the city of Vancouver.

As a community, we are unapologetically centred on Jesus Christ and grounded in the authority of the Scriptures.

As such, we gather as a body of believers every Sunday for worship, Word, and sacrament, and we gather in smaller communities as Community Groups throughout the week for ongoing discipleship to Jesus. We believe the church is called to God and then sent by God to be on mission. We live out that sent identity through a life of 24/7 worship in the everyday. We believe the gospel informs our vocational life, our family life, and our recreational life, and that there is no part of our lives that is not impacted by the in-breaking reality of the renewal of all things that has begun in the resurrection of Jesus.

Our Statement of Faith reflects our core beliefs, but as a church we have a few theological distinctives: We are reformed in soteriology, continuationist in pneumatology, missional in ecclesiology, and complementarian in polity.

Personal Qualifications

- Must be a follower of Jesus, having recognized and repented of personal sin and baptized as a sign of death to self and life in Jesus. Life must clearly demonstrate a high level of spiritual maturity.
- Must be growing in Christ-likeness demonstrating a commitment to a transformed life through the work of the Holy Spirit in spiritual disciplines such as, prayer, study, giving, fasting, solitude, confession, unity, worship, etc.
- Must have a clear sense of God's calling to ministry at Christ City with much passion for the calling.
- Ability to relate and work well with team members, whether staff or volunteer.
- Demonstrate a caring heart for others.
- Must display servant-heartedness that is willing to serve others enthusiastically and joyfully.
- Must agree with Christ City's mission, vision, values, and statement of faith.
- In line with Christ City's mission and vision, must live in the broader neighbourhood of the church, committed to reaching the people in that neighbourhood as God gives opportunity.

How to Apply

Interested applicants can email a resume and cover letter to Tessa Zak at tessa@christcitychurch.ca