



WEST SPRINGS CHURCH

OFFICE & COMMUNITY ADMINISTRATOR

West Springs Free Methodist Church is a congregation that meets in a fast-growing community on the West side of Calgary. We aim to live out our values of "Be Loved. Be Love." daily through work in and around our community.

We are seeking a **Part-Time Office & Community Administrator** to support the vision of West Springs Church.

Main Responsibilities:

- Managing the Church Office, working from the church during regular office hours each week.
- Providing administrative support primarily to the Lead Pastor and more generally to the Board, staff, and ministry leaders (as directed by the Lead Pastor). This may include:
- Liaison with local community associations (SCA, WSCR, Coach Hill / Patterson) to build relationships and develop opportunities for building use within the community, including:
- Engage in staff meetings and regular updates to the pastor.
- Participate in FMCIC Connect points as opportunities arise

Minimum Qualifications:

- Preferred, 2 years' experience in office administrative work.
- Excellent communication skills, written and verbal, and a high degree of accuracy and attention to detail.
- Good working knowledge of MS Office Suite, Pro Presenter and Planning Center is an asset.
- Comfortable utilizing websites and social media is an asset.
- Community engagement experience is preferred

Remuneration: This is a paid part-time position starting at 20 hrs/wk @ \$18-\$22/hr depending on experience. The role includes paid vacation and health coverage.

Start Date: August 15th, or as soon as possible thereafter.

Application Process: If you are passionate about helping others and have the experience we are looking for, we encourage you to apply for this exciting opportunity. To apply, send a cover letter and current resume to jobs@westsprings.church. Applications will be received until the position is filled.