



Office Administrator

Part-Time (16 hours/week)
\$18-22/hour (based on experience)
Job Posting Open Until Filled
Position Start Date: ASAP

Westsyde Fellowship Church is a diverse, community-minded congregation who are filled with a desire to build loving and trusting relationships with Jesus and others. We believe that we thrive and our community thrives by extending the love of Christ one person at a time, encouraging each other as we move from fringe to family. Westsyde Fellowship Church is located in the beautiful Westsyde community of Kamloops, British Columbia, where it was planted in 1982 and is associated with the Fellowship of Evangelical Baptist Churches of Canada. Westsyde Fellowship Church is a smaller church with average Sunday attendance ranging around 60-80 people, and approximately 120 people call Westsyde Fellowship Church their home church.

Principle Function

The Office Administrator is a person with strong giftedness in administration and communication, who works alongside other staff of the church in leading the Westsyde church body. The Office Administrator will have a deep love for Jesus and the church, especially this local body of believers, believing that the local church is God's primary vehicle for His saving work in the world. The Office Administrator will also have a commitment to "doing church" as a team.

Qualifications

This candidate must be a follower of Jesus who is dedicated to the ministry of the local church, represented by their membership or willingness to become a member of Westsyde Fellowship Church. They must be open and teachable, and must work well in a team setting. Preferably, they would have a degree or certificate in administration and/or bookkeeping, but training will be available for the right candidate.

Key Responsibilities

Communication (5 hours/week) - Includes phone, email, in-person, and weekly church-wide (bulletin) communication.

Administration (5 hours/week) - Includes scheduling some volunteer teams and facility maintenance and use, as well as ordering supplies and gathering minimal information to assist staff and leaders.

Bookkeeping (2 hours/week) - Includes using Quick Books to track the finances of the church, paying bills, payroll, and maintaining a good standing of the church with the CRA, BC Societies Act, and Work Safe BC

General (4 hours/week) - Includes weekly staff meetings and working with the staff team, as well as leading by example by attending Sunday services and volunteering.

Thank you for taking the time to prayerfully consider this role. On the job training will be available to the right candidate. To apply, please send a current resume, cover letter, and a list of work-related references to our Lead Pastor, Matthew: westsydepastor@gmail.com.