



The First Baptist Church of Vancouver (FBC) is seeking a full-time **Administrative Assistant**.

WHO WE ARE

FBC is a multicultural, multiethnic, multigenerational, socio-economically diverse congregation, with weekly attendance of approximately 550. At FBC, our purpose is to love God, to love our neighbours, and to love one another. We are a community following Jesus with a heart for the city and beyond. We live by our values and our statement of faith. Please note that we are excited to be in the midst of an extensive building project. This will require us to move to a temporary location as the church building itself is undergoing seismic upgrade. For more information, please visit firstbc.org.

POSITION DESCRIPTION

This is a full-time position, working to support various members of the Pastoral Team, Office Team and other ministry teams, allowing them to work within their giftings on a consistent basis. This position is an integral part of a larger, diverse team, and will work closely with other administrative and leadership team to ensure the effective functioning of the FBC office and the ministries of the church. This position requires strong communication skills, excellent organizational skills, great attention to detail, effective time management, good problem-solving skills, and proficiency with technology. This position reports to the Director of Operations.

PRIMARY DUTIES AND RESPONSIBILITIES

General Administrative Work

- Maintain and organize the church database, hardcopy and electronic filing system.
- Maintain and update the events calendar and provide current information to appropriate teams and people.
- Survey and manage bookings for facility, rooms, and events.
- Manage parking matters and permits.
- Manage and organize item retrieval from and item storage into the storage.
- Organize payments and deposits relating to programs and events.
- Handle calls, voicemail, and email inquiries in a professional and courteous manner.



- Perform general clerical duties to include but not limited to: correspondence, printing, photocopying, and handling incoming and outgoing mail, faxes, deliveries, and couriers.
- Oversee office equipment, and schedule servicing and repairs as required.
- Order church and office supplies on a regular basis.
- Ensure the office spaces are organized and tidy.
- Provide miscellaneous general administrative help as needed.

Administrative Support to the Pastoral Team (PT)

- Ensure the successful outcome of all programs by organizing, coordinating and implementing effective logistics, administration, and communications.
- Manage volunteer scheduling and arrangement in various ministries.
- Manage and maintain the PT calendars, ensuring that ministry commitments, appointments, invitations, and travel arrangements are managed effectively.
- Process and filter general information, queries, emails, and phone calls to the PT by redirecting or taking forward such contact as appropriate.
- Schedule and organize meetings and appointments.
- Handle the production of various publications.
- Track ministry budgets and process expenditures to maintain accurate and up-to-date accounts.
- Work with the PT to develop ministry program related policies.

PROCESS FOR APPLYING & CONTACT INFORMATION

- Please send cover letter, CV, and a brief biography to Joseph Leong at josephl@firstbc.org

CONTACT INFORMATION

- For questions or further information, please contact Joseph Leong at josephl@firstbc.org

DEADLINE FOR APPLICATION

- July 28, 2021