Office Management & Communications

Lake Windermere Alliance Church

P.O. Box 280 – 326 10th Avenue

Invermere, B.C.

V0A 1K0

Questions and Resumes (with references)

can be sent to: [leadership@lwac.ca](mailto:leadership@lwac.ca)

Resumes will be accepted until January 31, 2021

or until a suitable candidate is chosen.

## Job summary

Lake Windermere Alliance Church is a small church full of love, joy, and hope, situated in a beautiful Valley in the mountains. As we recover from a crazy year, we are seeking to expand our impact both in our community and online. We currently have around 150 attending our services (in-person and online).

At LWAC, we have a strong desire to show our community what God is really like, and we are seeking a new team member who will contribute to this by facilitating administration and communication for the church under the direction of the Lead Pastor. This is a part-time position with the potential to expand. Starting hours would be estimated at 20 hrs/week. While this position will require working on-site regularly, working from home for some hours will be possible as well.

## General Expectations

* Ability to articulate a story of salvation and an ongoing relationship with Jesus—references will be asked to provide confirmation of this in the applicant’s life
* Willingness to agree with the C&MA statement of faith
* This individual will be a creative, innovative, strategic thinker and a results-driven team player
* Ability to work without supervision/from home and still meet deadlines, create own schedule
* Known to be honest, of high integrity, and bondable; demonstrates an ability to keep the highest level of confidence when necessary
* Attention to detail, proficiency in writing/editing
* Willing to be a regular participant in church life (i.e. attending services, participating in a small group, etc.)
* Working with Lead Pastor and other staff as required (e.g. weekly staff meetings)

Note: Some of this role will be formed based on the successful applicant’s skills, and as is usually the case within a church, some areas can be delegated to volunteers

## Office and Administration

* Answering and screening calls, communicating information in a timely way to the intended recipient
* Maintaining the office space and keeping the Pastor(s) supplied with needed office materials
* Assisting in the creation of a church calendar
* Submitting expenses on behalf of Lead Pastor and other staff
* Supporting the Treasurer and working with Offering Steward to organize receiving of donations
* Scheduling appointments (when needed)
* Communicating relevant info to e-mail lists (via Mail Chimp) e.g. bulletin, service reminders, resources, etc.
* Overseeing registration for Sunday services (if necessary)
* Maintaining 2 or 3 days of regular office hours per week (an example might be 9am-1pm, Wed-Fri) and working from home as necessary
* Checking and responding to e-mails every weekday
* Coordinating with volunteers and the Lead Pastor in the upkeep of the website
* Proactively working (alongside staff and volunteers) to make sure LWAC maintains an effective presence on the web including style, search engine visibility, and keeping updated with new technology
* Coordinating webpage maintenance—ensuring that new and consistent information (article links, stories, and events) are posted regularly (via WordPress)

## Social Media & Promotion

* Managing ongoing social media messaging and communication strategies, in coordination with volunteers as desired (Facebook, Instagram, YouTube)
* Creatively building followings on various social media outlets
* Working with staff and volunteers for promotion, broadcasting, and posting of online services
* Creating communication strategies to market, inform, and promote teaching series, big events and other campaigns assigned
* Overseeing all written materials related to promotion

## Qualifications and Competencies

* A heart for the local church, a growing relationship with Jesus Christ and a desire to display him to the community
* Highly collaborative style; experience developing and implementing communications strategies
* Certifications in Administration and/or Communications, media, or related field an asset
* Certification/training/knowledge in biblical or related studies an asset (not necessarily formal education)
* 2+ years experience in an office or comparable setting is required
* Relates well to all kinds of people, builds effective relationships, communicates effectively both interpersonally and corporately
* Demonstrates competency in programs such as Microsoft Office, Mail Chimp, WordPress, and others
* Proven ability to take projects from beginning to end
* Organized and able to manage multiple projects
* Action-oriented and displays focus, passion, and initiative; takes appropriate action when something needs to be done
* Committed to improvement, seeks constructive criticism, understands strengths and weaknesses
* Excellent written and oral communication skills