

**West Vancouver Baptist Church**  
**Job Description**  
**Church Administrator**

The Church Administrator provides direct assistance to the Lead Pastor as needed, manages the church office, coordinates day-to-day staff functions and oversees general administrative operation of the church facility and overall programming on behalf of the Lead Pastor.

This is a permanent, full-time staff position. Remuneration is guided by the WVBC staff salary grid and is commensurate with training and experience.

The Church Administrator is supervised by the Lead Pastor, and gives day-to-day functional supervision to staff.

**1. Responsibilities**

- a) Administrative support for the Lead Pastor, pastoral staff, Council, and various ministries
- b) Reception and representation of the church in the office
- c) Coordination and oversight of general church communication
- d) Overall operational management of the church facility, ministry resources, records and data
- e) Tracking and coordination of major ministries and ministry activities
- f) Logistical assistance with key church events
- g) Safety and risk management
- h) Oversight and coordination of day-to-day staff activity

**2. Position Requirements**

2.1. Education and Training

- Normally at least a Bachelors' degree or equivalent, preferably including training in administration and office management

2.2. Experience

- At least 3-5 years of experience in a professional office environment
- Preferably at least 1-3 years of supervisory responsibility in an office or business context

2.3. Skills/Abilities

- Strong oral and written communication skills, including the writing of formal and informal text, quick and accurate keyboard input
- Strong organizational and data-management skills, including proficiency in basic finance and database management
- Good computer skills, competence in basic office software and an ability to learn new systems and tools quickly
- Capacity to balance a friendly manner with gentle firmness where gatekeeping, accountability processes, and policy adherence are needed
- Ability to work collaboratively and effectively in planning, program implementation, and assistance with events as well as regular office activity
- Ability to give effective, constructive operational supervision to other members of staff
- Ability to maintain strict confidentiality and to discern appropriate communications

#### 2.4. Personal

- Sincere and vibrant personal Christian faith with an appropriate commitment to godly conduct and relationships and to the essentials of the historic faith, as reflected in the CBWC Identity Statement and other expectations for church ministers and staff
- A warm, friendly, engaging personal style for interacting with staff, church members, and guests
- Self-disciplined, able to work effectively without supervision

Posting will remain open until filled.

All inquiries are to be emailed to [wvbc@westvanbaptist.com](mailto:wvbc@westvanbaptist.com)