



# COMMUNITY LIFE COORDINATOR

Southwest Community Church in Kamloops, BC is seeking a dynamic and passionate Community Life Coordinator to join our team.

Southwest Community Church is a community of people who desire to live and love like Jesus and we long for a deeper connection with God, with people and with causes that engage us in justice and mercy. There are approximately 100 people in our congregation, 20 of whom are 16 and under, and we average 60-65 at our Sunday Worship Gatherings. We have a lead (solo) pastor and a group of lay people who give leadership to the church.

Who are we looking for?

We are looking for an individual who will focus on engaging the next generation, while also promoting and organizing intergenerational activities that strengthen the bonds within our community. The ideal candidate will have strong administrative skills, be proficient with technology, and possess a heart for ministry. The position is part time (20 - 30 hours per week) and onsite. Hours of work will include some evenings and weekends including Sunday mornings. The position's salary scale is based on knowledge and experience (between \$22 and \$30 per hour), has some flexibility in hours, and includes a small business expense account.

Responsibilities include:

- Developing relationships with children and families and supporting connections within the larger church community
- Overseeing and managing administrative tasks related to community life programs, including scheduling, budgeting, and communication
- Utilizing technology to enhance program delivery
- Coordinating and supporting volunteers involved in community life activities
- Coordinating and managing building-use including rentals

Qualifications:

- A strong commitment to Christian faith and the mission of SWCC
- Experience in ministry or community coordination, particularly with children, youth and families
- Excellent organizational, administrative, interpersonal, and communication skills
- Proficiency with technology, including social media platforms
- Ability to work collaboratively with many diverse groups of people
- Bachelor's degree in a related field is preferred

Interested applicants should submit their resume and letters of reference to the Chair of the Personnel Committee, Southwest Community Church at [office@swcc.ca](mailto:office@swcc.ca)

The posting will remain active until the position is filled.