

Job Posting – Operations Manager

West Point Grey Baptist Church (Vancouver, BC)

West Point Grey Baptist Church (WPGBC) is a vibrant, multi-ethnic, multi-generational church in Vancouver committed to following Jesus and sharing His love with our neighbourhood and the world. We are seeking a full-time Operations Manager to join our team and help our church run smoothly and effectively.

The Operations Manager plays a vital role in overseeing the daily operations of our church, including administration, facilities, ministry support, and volunteer coordination. This position is perfect for someone who is organized, proactive, and passionate about supporting a thriving church community.

Key Responsibilities

- Manage day-to-day office administration and church communications.
- Oversee building and facility operations, supervising the Building & Grounds Manager.
- Coordinate external rentals in collaboration with the Rental Coordinator.
- Recruit, schedule, and support volunteers for hospitality and Sunday Tech Teams (sound and media) to ensure smooth and welcoming worship services.
- Support ministry programs, events, and church-wide initiatives with logistical planning.
- Maintain compliance with church policies, budgets, and health & safety standards.
- Prepare reports and documents annually for the church's Annual General Meeting (AGM).

Qualifications

- Strong organizational, multitasking, and problem-solving abilities.
- Excellent communication and interpersonal skills.
- Experience in office management, operations, or facility coordination (church or nonprofit experience is an asset).
- Comfortable with digital tools such as Google Workspace.
- Self-motivated, reliable, and able to work independently and collaboratively.
- Alignment with the mission and values of West Point Grey Baptist Church.

Position Details

- **Position:** Full-time Operations Manager
- **Compensation:** \$55K - \$65K / Year
- **Benefits:** Extended health, pension.

If you are passionate about supporting the local church and gifted in administration and operations, we would love to hear from you!

To Apply:

Please send your **resume** and **cover letter** to office@wpgbc.org with the subject line **Operations Manager Application**. Applications will be reviewed as received.