

POSITION AVAILABLE

Office Manager

Our church is looking for a motivated manager with the expertise to organize and administer the day-to-day functions associated with the office and the administrative support needs of our congregation. The ideal candidate will be a dedicated Christ-follower who is able to effectively manage multiple tasks and coordinate the work of a small team of committed volunteers. As someone who represents what is often the first-impression many will make of our church, this person will have a warm personality and a keen sense of customer service.



At present, this is envisioned as a permanent, part-time (0.6 FTE) position. Salary will be commensurate with the successful candidate's qualifications and experience.

Responsibilities Include:

- General office operations including, reception, supplies inventory management, office equipment maintenance, general book-keeping (QuickBooks) and data-base management (we currently use Church Community Builder -CCB)
- Coordination and supervision of volunteers who work in the church office throughout the week
- Coordination of administrative support for all staff in conjunction with office volunteers
- Coordination and distribution of the church's facility and program calendar
- Coordination of community use of the facility (i.e. rentals by outside groups) and scheduling of church use by FBCC ministry groups
- Assist with other functions as required

Ideal Qualifications Include:

- Self-starter, strong initiative and ability to self-organize with minimal supervision
- Highly organized with the ability to manage multiple projects simultaneously
- Advanced computer knowledge including familiarity with Microsoft Office Suite and proficiency with data base management (our Church Community Builder application includes video tutorials)
- Ability to lead, manage and equip volunteers
- Ability to work with, and contribute to a team
- Strong, positive customer-service skills
- A servant-heart
- Dependable
- Flexible schedule (some evenings and weekends required)
- Must be willing to become a participating member of Forest Brook Community Church

Thank you for showing an interest in this exciting and growing position at Forest Brook. If God is speaking to you about this possibility, we'd love to talk with you! Please send your cover letter and resume, before Monday, November 12th, 2018 to:

Kevin Armstrong
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