



POSITION DESCRIPTION: ADMINISTRATIVE COORDINATOR

FULL-TIME (40 HRS/WK)

POSITION AVAILABLE IMMEDIATELY

OBJECTIVE

First Alliance Church (Toronto) is seeking a motivated, self-directed, detail-oriented, administratively gifted individual who can effectively manage administrative matters that will keep us moving towards the fulfilment of our mission.

The candidate must be a capable leader, spiritually and emotionally mature and have a growing relationship with Jesus.

RESPONSIBILITIES

- Support and assist in developing and maintaining a welcoming, well-functioning, and organized environment for staff, congregants, and guests.
- Provide administrative support for the church, Lead Pastor, and leadership teams to accomplish the church's mission and maintain evaluation rhythms.
- Manage and coordinate the use of the building/facility both internally and externally, working with the Building Superintendent and Facility Use Team to review and schedule events & activities (specifically related to space use, timing, and setups) that support and advance the FAC vision/mission.
- Maintain and manage Church records, know and implement the policies of the church, and understand and keep appropriate confidentiality.
- Prepare, update, and coordinate effective internal and external church communications. These may include
 - a. Church family emails (prayer items, announcements)
 - b. Electronic sign, church directory, bulletin boards, E-Calendar
- Assist in personnel searches and provide Human Resource support.
- This position reports to the Lead Pastor.



REQUIREMENTS

- Experience and/or training in management, business or technology or a related field
- Ability to problem solve, love people, be adaptable, and work with others
- Comfortable, knowledgeable, and proficient with
 - Planning Centre
 - MS Office Suites
 - Social Media
 - Web design (not required but would be an asset)
- Excellent verbal, written English, and communication skills
- Comfortable working with all ages within an inter-cultural context
- 5 years of experience working in a related field (faith-based office experience would be an asset)

THE SUCCESSFUL CANDIDATE WILL BE REQUIRED TO MAKE THE FOLLOWING COMMITMENTS:

- Call to Excellence standards of The Alliance Canada. [Click here](#)
- Statement of Faith of The Alliance Canada. [Click here](#)
- Agreement with the Vision Prayer of FAC: Toronto. [Click here](#)
- Audit the *Alliance History and Thought* course to understand Alliance history and DNA.

TO APPLY

CLICK HERE

