

**Position: Office Administrator (Maternity Leave Coverage)**

**Granville Chapel, Vancouver, BC**

**Expected start date: September, 2021**

**The opportunity:**

Granville Chapel is offering an exciting opportunity for the right person to join our staff team as an Office Administrator to replace the current staff member during her maternity leave. The position plays an integral role in supporting the work and vision of our church community. The vacancy is for a full-time position of 32 hours/week and 20 hours/week approximately, for July and August from Monday to Friday. This will be a maternity leave coverage position for a one-year term with a possible offer of a part-time position after this period.

**The person:**

The ideal candidate would be a well-organized individual, able to multi-task, with strong attention to detail. Strong written and verbal communication skills will be necessary for the production and publication of church materials in print and digital media including website and social media management. Most importantly, we are looking for a friendly and servant-hearted person who is able to work alongside and liaise with church members, staff, and volunteers.

**The responsibilities:**

The office administrator will assist in producing communications for the church, such as the bulletin, community emails, and creating website content and social and Sunday service media. They will also assist in various financial administrative duties, such as accounts payable, payroll administration, and donor record keeping/management. The office administrator is also responsible for facility management (scheduling repairs and maintenance when needed) and supporting staff with hardware, software, and office supply needs.

**The requirements:**

- Commitment to Granville Chapel's Statement of Faith, Vision and Values
- Fantastic organizational and planning skills with the ability to manage multiple priorities
- Experience with the following an asset: Microsoft Publisher, PowerPoint, Word, Excel, In-design, Photoshop, Squarespace, Sage, payroll, proficiency in Mac and Windows
- References

**The benefits...**

- Private Health Care Plan (Medical, Travel, Dental & Vision)
- Retirement Plan
- Free parking

**The next step...**

Please send your resume with a cover letter outlining your interest and suitability for the position to [office@granvillechapel.com](mailto:office@granvillechapel.com). Submissions are open until *September 6, 2021 or until the position is filled*. Applications will be reviewed as received. We thank all applicants, however, only candidates selected for an interview will be contacted.

***We look forward to welcoming you to the team!***