



KILLARNEY PARK CHURCH

- Position Type:** *Part-Time Administrative Assistant*
- Hours:** *16 hr/week. Monday-Thursday 10am-2pm*
- Location:** *6426 Kerr Street, Vancouver BC, Canada, V5S 3C1*

CHURCH DESCRIPTION

Killarney Park Mennonite Brethren Church is a friendly, intercultural church in south Vancouver with a lively preschool operating in the church basement. Our church office is one where people feel comfortable to stop by and say hello. We're looking for an Admin Assistant who is organized and personable, someone who could take on a wide variety of admin duties ranging from designing the weekly newsletter to connecting by phone with some of our community members.

SKILLS AND ABILITIES

- have strong communication
- relate well to people of various ages and cultural backgrounds
- be organized and attentive to detail
- be comfortable with computer programs within Microsoft Office
- have an excellent command of the English language, both spoken and written
- be able to establish and maintain cooperative working relationships with church and preschool staff, congregants and volunteers
- be comfortable working in a church/ministry setting

JOB DUTY SAMPLES

- communicate to ensure all positions are filled for the upcoming Sunday service
- design and send out the weekly newsletter/bulletin
- manage office email correspondence
- receive incoming calls and visitors in a friendly and courteous manner
- prepare materials related to promotion, information, education and media communication
- liaise with and support Properties Council in matters relating to church maintenance & rentals
- prepare, photocopy, compile, mail, email and distribute materials as needed
- maintain and update the directory of the congregation
- prepare and submit annual reports to Canadian Conference and MB Herald offices

To apply please email your CV to office@kpmchurch.org