

## CHURCH ADMINISTRATOR POSITION

We are currently seeking applicants for the position of Full-time Church Administrator.

Our preferred candidate will be familiar with and have respect for Christian faith and culture. In this very busy Church facility and congregation the Administrator will be comfortable with, and sensitive to, a blend of 'sacred' traditions and 'secular' administration practices that together serve Christ in the world.

The Administrator is often "the face of the congregation" in communication with the public and congregation and demonstrates compassion and service as well as holds standards of excellence in careful attention both to the details of a complex governance system and to daily verbal and technical communication with others.

The Administrator has 'people skills' to work as a team with multi ministry personnel, several staff and a large and active congregation and volunteers involved in the shared mission of the Church. At the same time, the Administrator must be a self-starter comfortable working independently.

This Church culture has high expectations of a mature professional who demonstrates sound judgement and has a strong commitment to impeccable communication through written word, weekly communications online and in worship bulletins and slides, and whose personal deportment reflects that same professionalism. The successful candidate must possess excellent organizational and time-management skills and be proficient in MS Office (Word, Excel and Powerpoint). As well, it would be preferably if the individual was familiar with social media tools such as Canva and Adobe.

With many activities and variables in our Church life, our candidate will be flexible and comfortable both with a varied schedule of daily, weekly, annual events, and able to respond to a crisis and change.

The start date is ideally mid to end February, 2019 with a salary to be negotiated based on experience and the individual's skills. For further information regarding the principal areas of responsibilities, skills and experience, please refer to the position description (link below).

Applicants are invited to respond by **February 4, 2019** in confidence by forwarding a brief cover note including salary range and resume to the attention of the Chair, M&P Committee at: [office@kingswaylambton.ca](mailto:office@kingswaylambton.ca) . Please use - Church Administrator Vacancy – as the subject line.

While we thank all applicants for their interest, only those selected for an interview will be contacted.