



# Administrator

POSTING DATE: 26 APR 2022  
APPLICATION DEADLINE: 17 MAY 2022

## Overview

The WCV Administrator assists Pastoral and Ministry staff with the administrative aspects of their responsibilities. Tasks or areas of responsibility will be given, then follow-through and completion of task is required. This may include overseeing a specific area of the church, planning events, problem solving, logistical planning, general secretarial work, or future planning. This portion of the job requires the ability to take a task and oversee it from start to finish. It requires initiative and forethought to find the people and resources to do the task or project well.

The WCV Administrator is also the "face and voice" of the WCV office and to some extent, the church. This role is key to the flow of communication between WCV leadership and the congregation, and vice versa. The administrator uses a combination of print and various electronic technologies to communicate with the whole congregation and as well as specific groups within the congregation. It is the responsibility of the administrator to clearly and regularly deliver pertinent information and news to the appropriate audience.

## Key Duties

- Assist Pastoral and Ministry staff with the administration of their responsibilities as required;
- Provide a warm and welcoming presence in the office while on the phone, email, social media and in person;
- In collaboration with Pastoral staff, manage avenues of communication from the office to the church and to the Leadership Team, and vice versa;
- In collaboration with Pastoral staff and Ministry leaders, coordinate volunteer schedules;
- Updating website posts, uploading weekly online service announcements, sermon slides and media, editing & printing bulletin;
- Maintaining calendars, lists, event signups, registrations, contact database;
- Updating weekly gathering plan / order of service for volunteers;
- Managing building usage/rentals;
- Communicating tenant needs & repairs to building / maintenance personnel;
- Procurement of office, hospitality, communion, and janitorial supplies;
- Other general secretarial activities

## Skills & Personal Aptitudes

- Organized, with ability to effectively time-manage multiple tasks simultaneously;
- Competency in word processing, spreadsheet, email, social media apps (eg. Microsoft

- Excel, Word, Powerpoint, Wordpress)
- Effective, articulate written and verbal communicator
- A vibrant and authentic faith in Jesus Christ demonstrated by service to the church and the community;
- Ability to work within a team environment;
- Demonstrates a commitment to spiritual growth.
- An ability to work within the vision of Winnipeg Centre Vineyard as evidenced in the “Core Practices” document and within Vineyard Canada’s theology, posture and practice as outlined in the “Why Vineyard” document.
- Care deeply about developing a community that worships authentically and engages neighbours in helpful and practical ways.

## **Relationships**

- Responsible to the Leadership Team (Board of Directors and Lay Elders).
- Direct supervision by Lead Pastor.
- Communicate on all financial and asset-based items with BOD representative.

## **Time Commitment**

- 30 hours/week, with possibility of additional hours per workload

## **Financial**

- Remuneration commensurate with experience

## **To Apply**

Please forward a cover letter and resume to Andrew Chan at [wcvadmin@wcvchurch.ca](mailto:wcvadmin@wcvchurch.ca)

Should you be invited to participate in the next stage of the hiring process, we will be asking for references from each of the following categories:

1. Current or recent leader or employer you have served with.

Applications will be accepted until **Tuesday, May 17, 2022**

**Winnipeg Centre Vineyard**  
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