



Our Saviour's Lutheran Church

www.oursaviourslutheran.ca

Office Manager (Part-time, Permanent) Position Description

Preamble

Our Saviour's Lutheran Church is a progressive congregation, a member of the Evangelical Lutheran Church in Canada (ELCIC), committed to justice, reconciliation, and radical welcome. We embrace people of every gender identity and sexual orientation, culture, race, age, and ability. We strive to live 'all are welcome' through anti-racist practice, queer inclusion, reconciliation with Indigenous peoples, accessibility, supporting refugees and newcomers, and partnership with neighbours of all faiths.

Summary

We are inviting applications for an Office Manager to join our team. The successful candidate will:

- Supervise office administration staff,
- Provide efficient and organized administration of the office,
- Produce required church documents,
- Communicate effectively with others,
- Be proficient in a variety of computer software tools and web-based applications, and
- Work collaboratively with other staff and volunteers.

Qualifications

1. Related Office administration/payroll/ human resources training program diploma, equivalent training, and/or related supervisory experience.
2. Ability to utilize applications including Microsoft Office, social media, MailChimp, and be proficient in producing electronic and print-ready communications.
3. Good writing skills.
4. Experience in a faith community with liturgical worship is an asset.
5. Class 5 driver's license and own vehicle (compensated for mileage).
6. Acceptable criminal record check.

Areas of Responsibility

1. Supervision and scheduling of casual and Canada Summer Jobs office staff and volunteers.
2. Develop office procedures.
3. Serve as a welcoming "first contact" in the church office.
4. Booking events with Grace Anglican Church as needed.
5. Produce weekly worship and newsletter materials.
6. Minute taker as needed.

7. Regular updating of website.
8. Edit and publish the Annual Report and other reports and publications as needed.
9. Maintain church member data base and office files.
10. Maintain statistics and records.
11. Assist with correspondence, collect and ship mail.
12. Maintenance of office equipment and purchasing supplies as needed.
13. Managing church inventory.
14. Serve as a resource to Council and Committees in the congregation.
15. Assist with food bank program as needed.
16. Maintain financial data base, provide quarterly statements and annual donation receipts.
17. Accounting/payroll:
 - Collection and printing of invoices for month end for treasurer
 - Preparation of payroll- PDOC- paystub
 - Preparation of cheques
 - bank deposits
 - annual subscription renewals
18. Other responsibilities as assigned by Church Council or designate.

Expectations required in the following areas:

1. Communications
 - Provide a welcoming and professional presence in face-to-face and telephone conversations.
 - Display proficiency and accuracy in printed and electronic information sharing.
 - Support the mission of the Church.
2. Organization and Co-ordination
 - Excellent organizational skills with attention to detail.
 - Maintenance of congregational information, parish and financial records.
 - Training and co-ordination of office volunteers and staff.
3. Independence, collaboration, and support
 - Ability to work independently and to take initiative.
 - Ability to work effectively with others in a collaborative and supportive environment.
 - Maintain healthy boundaries and confidentiality.
 - Support other staff and volunteers wherever possible.
4. Supervision
 - Ability to work with and supervise employees and volunteers of diverse abilities and backgrounds.
 - Ability to problem solve technology and apply new skills through ongoing learning.

Salary/ Benefits

Salary range: \$25 – \$30/hour, based on relevant experience, education and training plus an 8% employer pension contribution.

Hours of Work

15 hours per week
Variable work schedule

Start Date: Negotiable

Benefits (if eligible)

Extended Health and Dental
Pension program
Life Insurance
Long term disability program
Vacation – pro-rated as per BC Employment Standards

Supervision and Support

The Office Manager works with the Church Council, staff and volunteers, with a designated supervisor serving as the immediate supervisor. Vacation scheduling is planned in conjunction with immediate supervisor and staff.

Church Council will ensure:

1. A probationary and annual performance evaluation is conducted as per church policy.
2. A review of key areas of responsibility is assessed on a regular basis.
3. Support is given when requested.
4. The Budget Committee is asked to review salary and benefit changes and make appropriate recommendations to Council on an annual basis.

Cover letter and resume may be forwarded to Our Saviour's Lutheran Church at oslcospika@gmail.com.

**Attention: Joan Beek, Treasurer
Our Saviour's Lutheran Church
PO Box 22103
185-3055 Massey Drive,
Prince George, BC
V2N 4Z8**

Application deadline: March 20, 2026

Revised: February 17, 2026