



2640 Goheen Street ~ Prince George, BC

[www.oursaviourslutheran.ca](http://www.oursaviourslutheran.ca)

<https://www.graceanglicanpg.ca/>

## **Office Coordinator (Part-time, Permanent) Position Description**

### **Preamble**

**Our Saviour's Lutheran Church and Grace Anglican Parish are progressive congregations, 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 Coordinator to join our team. The successful candidate will:

- Supervise office administration staff,
- Provide efficient and organized administration of the offices for both churches,
- 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 Suite, Sage Accounting, 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. Produce and organize weekly worship and newsletter materials.
2. Supervision and scheduling of casual and Canada Summer Jobs office staff and volunteers.
3. Develop office procedures.
4. Serve as a welcoming "first contact" in the church offices.
5. Maintain financial data bases, prepare financial statements and annual donation receipts.

6. 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
7. Booking events and rentals.
8. Reporting and scheduling building maintenance as needed.
9. Minute taker as needed.
10. Regular updating of websites.
11. Assist with correspondence, collect and ship mail.
12. Maintenance of office equipment and purchasing supplies as needed.
13. Managing church inventories.
14. Maintain regular communication with Rectors, Councils and Committees.
15. Assist with food bank and other programs as needed.
16. Maintain church member data bases and office files.
17. Maintain statistics and records.
18. Edit and publish Annual Reports and other reports and publications as needed.
19. Other responsibilities as assigned by Rector, Warden, 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 each 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**

20-25 hours per week – Additional hours may be required during Church busy season (Advent, Christmas, Lent, Holy Week)

Flexible work schedule

**Start Date:** Negotiable

**Benefits**

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 Coordinator works with the Rector, 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](mailto: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: September 11, 2026**

*Revised: August 14, 2026*