

Job Opportunity

Brookwood Baptist Church

20581-36 Ave. Langley, BC V3A 4Y3
604-530-5440 www.brookwoodbaptist.com

Position: **Office Administrative Manager**

Hours: **Tuesday-Friday 9:00am-4:00pm**

Responsibilities: Church office management, church staff and church ministry leader resource person. We are looking for someone who has experience in desktop publishing, social media, using office equipment, professional conduct, pleasant personality, efficient use of time, organized, dependable, who is a committed Christian and loves people.

If you would like to pursue this position, please submit a resume with a cover letter and 3 references to office@brookwoodbaptist.com and we will send you a complete job description (including salary and any benefits) and set up an interview when appropriate. You may also contact us at our address for more information. We are accepting resumes until June 15.