



Office Administrator

ABOUT BROOKSWOOD BAPTIST CHURCH:

Brookwood is a multi-generational community church in Langley, BC. We are committed to being a welcoming, gospel-centered community where individuals and families can grow in their faith journey. We exist to love God and lead people into a growing relationship with Jesus and we are passionate about reaching and equipping the next generation of believers.

JOB OVERVIEW:

Brookwood Baptist Church is seeking a detail-oriented, organized, and friendly Office Administrator to run the daily operations of our church office. This part-time position (15-20 hours per week) requires a highly motivated individual with strong administrative skills, a heart for ministry, and the ability to interact effectively with staff, church members, and the community.

POSITION DETAILS:

- Hours: 15-20 hours, Mon-Sun. (Schedule to be determined in consultation with Lead Pastor).
- Compensation: Competitive hourly wage, based on experience.
- Location: On-site at Brookwood Baptist Church, Langley, BC.

KEY RESPONSIBILITIES

- **Administrative Support:** Manage church communications, emails, and phone calls; maintain organized files and records, including church database, and policies and procedures; prepare meeting agendas, and take minutes.
- **Scheduling & Coordination:** Maintain church calendars, schedule appointments, coordinate volunteer schedules, and assist in organizing church events and programs.
- **Member & Guest Services:** Provide support to church members and visitors, ensuring a welcoming and organized environment.
- **Communication & Media:** Prepare weekly newsletter, posters, service presentation slides, social media updates, and website content.
- **Facility Oversight:** Coordinate facility bookings and ensure smooth operation of church facilities.
- **Volunteer & Ministry Support:** Assist pastors, staff, and volunteers in administrative tasks related to ministry initiatives, including Sunday morning coordination and support.

QUALIFICATIONS & SKILLS:

- A committed follower of Jesus Christ who aligns with the mission and values of Brookwood Baptist Church.
- Strong organizational and time-management skills with attention to detail.
- A warm, welcoming, and professional demeanor when interacting with church members and visitors.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft 365 (Word, Excel, Outlook, Teams), and experience with church management software (Planning Center, Tithely, etc.) is an asset.
- A team player who can take initiative to make everyone around them better.
- Prior experience in an administrative or office management role.

SPIRITUAL GIFTS: Administration, communication, hospitality.

APPLICATION:

Interested candidates should submit a resume and cover letter outlining their qualifications and experience. Applications can be sent to sean@brookswoodbaptist.com. The position will be open until filled.

We look forward to welcoming a dedicated and passionate individual to our team to support the ministry and mission of Brookswood Baptist Church!