



## **WE'RE HIRING: Administrative Assistant**

*Are you passionate about organization, administration, and helping people? Do you get excited about coordinating people and programs so that the good news of the Gospel impacts them? Do you have a desire to see people experiencing a vital, growing relationship with Jesus Christ and a love for God's work in the world?*

Main Street Church is 90 minutes East of Vancouver in beautiful Chilliwack, British Columbia. We are a church with a weekly attendance of approximately 1200 people. We seek a **part-time** energetic, creative, and passionate **Administrative Assistant** with the experience, enthusiasm, and vision to support our Associate Pastor and the Community Life Department.

As a member of the Main Street Team, you will provide administrative and organizational support to the Associate Pastor. You will assist in scheduling ministries, organizing events and programs, and giving oversight to volunteers. We are seeking a candidate to provide solid administrative support to the Community Life Ministries of Main Street Church. This part-time position offers a competitive salary and benefits package. Please send your resume to [jobs@mainstreetchurch.ca](mailto:jobs@mainstreetchurch.ca). For more information and to view the Job Description and apply, please visit: [www.mainstreetchurch.ca](http://www.mainstreetchurch.ca) and click the "**We're Hiring**" link.



**Job Title: Administrative Assistant – Community Life**

**Reports to:** Associate Pastor – Community Life

**Primary Duty:** To minister to the congregation of Main Street Church, with emphasis on administrative support for the Community Life Pastor and Department, including oversight over the Frontlines Teams on Sundays.

**Key Responsibilities:**

- **Primary Responsibilities:**
  - **Provide administrative and onsite support for Associate Pastor and the Community Life Department:**
    - Oversee the program and event registration intake, communications, resource prep, and general inquiries for Community Life Ministry (*Front Line Teams* (Guest Services, Hosts, Ushers) *Life Groups*, *Church Renewal events*, *Next Steps/Partnership*, *Main Street Women events*, *Alpha*, *Christmas Hope Campaign*, *Marriage Enrichment events*, *Meals Team*, *Baptisms/Dedications*, etc.).
    - Manages all administrative responsibilities for the Associate Pastor, including verbal and written communication, meeting and event/engagement scheduling and coordination, travel arrangements as needed, and the development and maintenance of ministry processes.
    - Collaborates with necessary staff to ensure all related Community Life communication, production, events, purchasing, etc., are completed according to established procedures and predetermined timelines.
    - Provides Sunday onsite support for Community Life Ministries and volunteers as defined and delegated by Associate Pastor.
    - Provides oversight and consistently monitors the Community Life budget.

**Candidate Profile**

- Self-motivated and committed to an authentic, growing relationship with Christ.
- Committed to the mission, vision, and values of Main Street Church.
- High value on quality and the ability to think creatively.
- Exceptional online and in-person communication.
- Excels in developing systems and planning.
- Able to oversee and manage budgets.
- Strong understanding of Microsoft Word, Excel and willing to learn Planning Centre Platform
- Relationally connects with volunteers

**Weekly Hours:** 20.

Sundays: 8am-12pm (4hrs)

Weekday hours – To Be Determined

**Compensation:** To Be Determined



## OUR MISSION

*We exist to help people experience wholeness in Christ*

## OUR VALUES

**We are whole life, faith filled, all in risk takers**

*We'll never insult God with small thinking and safe living*

**We are all about the local church**

*The local church is God's "Plan A" to reach the world - He has no "Plan B!"*

**We will do anything short of sin to reach people who don't know Christ**

*To reach people no one is reaching, we'll have to do things no one is doing*

**We will contribute more than we consume**

*The church does not exist for us. We are the church and we exist for the world*

**We will keep short accounts**

*The greatest weapon we have against the Devil is repentance and confession*

**We will be relentless with truth and grace**

*We will teach and model the hard truths of Jesus*

*so that we can experience and model the deep grace of Jesus*

**We will practice irrational generosity**

*We truly believe it is more blessed to give than to receive*

**We will intentionally listen to the voice of God**

*We recognize that the voice we listen to the most will determine the direction of our life.*