



FIRST LUTHERAN CHURCH
5745 Wales St
Vancouver BC V5R 3N3
Phone: 604.435.6020
info@firstlutheranvancouver.com

Job Posting: Office Administrator
First Lutheran Church, Vancouver, BC

First Lutheran is a community of people of diverse ages, cultures, and traditions. Just as Jesus opened himself to all and, by implication, opened the reign of God to all, so we, the members of First Lutheran seek to do the same.

Our congregation is seeking a part-time Office Administrator to manage the office and provide administrative support to the Pastor, Minister of Music, and congregation. The ideal candidate is a creative, organized, and self-motivated professional with prior experience in administrative support or office management and an understanding of basic finance principles. As the public face of First Lutheran, the Office Administrator greets visitors in person, responds to requests via phone and email, handles rentals inquiries, manages the website, organizes volunteers for Sunday services and special projects, creates weekly bulletins and newsletters, and carries out light bookkeeping duties. Due to the nature of the work, this position is on-site, in-person only.

Desired Qualifications:

- Associate's degree, Administrative Certificate, or equivalent combination of education and experience.
- 2+ years experience as a Receptionist, Administrative Assistant, Office Manager, or other administrative position.
- 1+ year experience with basic bookkeeping, invoicing, expense reporting, or other finance tasks; QuickBooks experience is necessary.
- Proficient in Microsoft Office products (Word, Excel, Outlook)
- Experience with Microsoft Publisher or desire to learn quickly.
- Familiarity with graphic design principles and web design a plus.

This is a part time, 25-hour per week position. We offer full benefits including vacation and sick leave, extended health, and dental and life insurance. A full job description is available from our website:
www.firstlutheranvancouver.com/careers.

We welcome applicants of all backgrounds regardless of race, gender, religion, or sexual orientation. First Lutheran is a Reconciling in Christ congregation and is committed to ensuring that all people are welcomed and valued in this church. To apply, please send a resume and cover letter explaining your qualifications for the job to FLCVancouverCareers@gmail.com.

Application Deadline: January 5, 2023 or until position is filled.