



299 Stokil Drive, Lr. Sackville, NS, B4C 4G8

1-902-865-5419

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

---

# Employment Opportunity

**Title:** Church Administrator

**Employer:** Faith Baptist Church

**Location:** 229 Stokil Drive, Lower Sackville, NS

**Terms:** Part-time (Fifteen hours per week)

**Church Profile:** Faith Baptist Church is a welcoming intergenerational congregation in Lr. Sackville that aims to provide uplifting fellowship and solid Biblical teaching. Operating out of a modern facility Faith Baptist is in the midst of a period of renewal and growth and is in need of administrative support to enhance the work of its staff and ministry leaders.

## **Job Description:**

- Ensure the proper organization and operation of the church office, addressing phone calls and messages, office e-mail, printing/scanning/copying documents, maintaining various files, and ordering office supplies as needed.
- Coordinate communication of announcements and events for the congregation by completing the weekly bulletin, announcement loop, e-mail newsletter, etc.
- Design and print promotional material such as church information pamphlets, upcoming event cards, sermon series invitations, and welcome folder materials.
- Ensure that all relevant promotion and communication is synchronized with the church website and social media and that the church's online presence is current.
- 
-

**Job Description (continued):**

- Support the hospitality ministry by managing weekly service evaluations, updating visitor information files, and sending cards to new visitors after Sunday services.
- Ensure that the office computer and photocopier are in good working order for other users and coordinate maintenance as required.
- Support the work of the Pastor, Family Ministries Director, and other ministry leaders by providing administrative support such as printing, filing, and scheduling.
- The administrator will work under the supervision of the pastor and is ultimately accountable to the Faith Baptist Church Council.

**Qualifications:** This position requires strong typing and writing skills, professional and pleasant verbal and written communication skills, excellent organizational and multi-tasking abilities, and good general computer skills including full competence with MS Office suite, e-mail, Facebook, and web platform updating. Basic computer graphic design skills are needed for the creation of physical and digital promotional material. Familiarity with website editing, simple audio editing, survey form construction, and wireless networking are assets. The successful applicant must be someone who can effectively collaborate and cooperate with various church staff and lay-leaders.

**Working Environment:**

- On site in church office for several weekday periods, with the potential to complete some task remotely.
- Assigned tasks may shift from week to week depending on program needs and priorities.
- A wide variety of responsibilities and potential distractions must be balanced.

**Application Process:** A current résumé (including references) with cover letter detailing relevant experience can provided to Rev. Borden Scott via e-mail at [pastor@faithbaptist.ca](mailto:pastor@faithbaptist.ca) or mailed to Faith Baptist Church, 299 Stokil Drive, Lr. Sackville, NS, B4C4G8.

**Final Remarks:** Faith Baptist appreciates all applications, but will only contact those selected for an interview. Faith Baptist is an equal opportunity employer.