

## **Administrative and Connections Coordinator**

**Job Summary:** We are seeking a multi-gifted, dynamic and organized individual to join our church community as an Administrative and Connections Director. This role is pivotal in ensuring smooth administrative operations while fostering a sense of belonging and connection among our members and visitors. The ideal candidate will possess strong administrative skills, excellent communication abilities, and a passion for building relationships within our church family.

**About our Church:** Lakeshore Community Fellowship is an evangelical Church in Sutton, Ontario, affiliated with the Associated Gospel Churches of Canada. Lakeshore is a community of grace, rooted in the gospel message, that exists to live out the great commandment/commission in our local community. We are actively engaged in discipleship and missional outreach. Our Church reflects the diversity of our town, both socioeconomically and culturally, and represents people of all ages, stages, and abilities.

### **Responsibilities:**

#### **Administrative Duties:**

1. Manage and maintain the church website, ensuring content is up-to-date, relevant, and engaging.
2. Oversee church email communications, including drafting and distributing newsletters, announcements, and event invitations.
3. Manage social media accounts (Facebook, Instagram and YouTube).
4. Maintain accurate records of church membership, attendance, and volunteer participation using appropriate software or databases.
5. Coordinate scheduling of church facilities for events, meetings, and activities.
6. Assist in preparing and distributing materials for church services, events, and programs.
7. Manage office supplies and equipment, ensuring availability and functionality.
8. Maintain basic bookkeeping, working with the Church treasurer ensuring receipts are collected and stored.

#### **Connections Focus:**

1. Implement the assigned roles from the Church communication plan to enhance connections and relationships among Church members and visitors.
2. Welcome and engage with newcomers, providing information about church programs, ministries, and opportunities for involvement. This includes coordinating the welcome cart and communications crew by ensuring the welcome cart is fully stocked and that volunteers are scheduled to engage with newcomers, and provide information about Church programs, ministries, and opportunities for involvement.
3. Coordinate regular fellowship events, small group gatherings, and newcomer orientations to facilitate community building.
4. Follow up with visitors and new members to provide support, answer questions, and encourage integration into church life.

5. Work closely with church leadership to identify and address the needs of individuals and families within the congregation.
6. Collaborate with ministry leaders to promote volunteerism and participation in church activities.

**Qualifications:**

1. Bachelor's degree in a related field or equivalent experience.
2. Previous experience in administrative and/or connection roles, preferably in a church or non-profit setting, but not required.
3. Strong organizational skills with the ability to manage multiple tasks and deadlines effectively.
4. Proficiency in website management (WIX) and email communication platforms (Mailchimp). Experience in QuickBooks software is an asset.
5. Excellent interpersonal and communication skills, both written and verbal.
6. Ability to maintain confidentiality and handle sensitive information with discretion.
7. A welcoming and friendly demeanor with a genuine interest in connecting with people from diverse backgrounds.
8. Alignment with the mission, values, and beliefs of our church community.

**Additional Information:**

- This is a part-time contract position that would allow flexible hours (10 hours a week at a rate of \$25 per hour.) and the ability to work from home on occasion.

**Application Process:** Interested candidates are invited to submit a resume and cover letter outlining their qualifications and interest in the position to [pastor@lakeshorecommunityfellowship.com](mailto:pastor@lakeshorecommunityfellowship.com). Applications will be accepted until July 16<sup>th</sup> 2024, and interviews will be scheduled thereafter. We thank all applicants for their interest, but only those selected for an interview will be contacted.