

**Ministry Co-ordinator**  
**Summit Community Church (C&MA)**

**PURPOSE:**

- To provide administrative support & project co-ordination of ministry needs to support the life & mission of SCC.
- The position reports to the Executive Pastor
- The position is part time: approx. 15-18 hours per week, & includes but is not limited to the following essential role functions:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- To provide administrative & ministry support for senior leadership (Sr Pastor, Executive Pastor) as well as occasional pastoral team requirements
- Direct and support teams &/or vendors in the areas of administration, office maintenance, WiFi/network maintenance, hospitality, mail and phone systems
- Provide ministry support & coordination alongside staff, teams &/or vendors for Church events, gatherings & meetings
- Administrative support in creating, printing, copying &/or distributing various teaching &/or resource materials
- Greet, connect & serve in the main office at reception. Address incoming phone, mail & email inquiries to ensure requests are met
- Co-ordinate occasional travel &/or conference booking
- Partner with Communication & Administrative teams to support Church integrations & management systems including but not limited to Planning Center, RightNow media, Blubrry, Constant Contact, etc.
- Oversee Church library resources
- Work with teams to organize Main office space
- Perform other duties as required, consistent with the mission of Summit Community Church

**CORE COMPETENCIES:**

- Servant hearted leader who loves Jesus
- Well developed interpersonal skills & loves others
- Strong communication & written skills
- Detail-oriented with strong organizational skills
- Ability to multitask on many projects
- Ability to maintain a high degree of confidentiality
- Self starter seeking ways for continuous improvement

**OTHER DUTIES AND RESPONSIBILITIES:**

- Attend weekly staff meetings
- Evenings and weekends sometimes required.

For more information on Summit Community Church, please visit:

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

If you are interested in this employment opportunity, please send your resume to:

[staff@summitcommunity.ca](mailto:staff@summitcommunity.ca)