



## Church and Building Administrator

Part-time Staff Position

Hillhurst United Church is in need of a new staff member on its team to be an integral part of the continued growth of this faith community. This seven-day-a-week church resides in a building over 100 years old, adjoining an annex of church administration and community space. A parent-cooperative childcare facility, local school, community groups, not-for-profit organizations, and arts & performance groups enjoy the use of our space on a regular and occasional basis.

As our congregation, programs, and facility-use needs have grown, so has the need for staff resources to sustain our journey and alignment with our core values of radical hospitality, spirituality and social justice.

Whoever you are, wherever you're at, if you are interested in learning more about an opportunity to join our team of staff and contract associates, please read on.

Position: Church and Building Administrator

Weekly Hours: .5 FTE (Full-time equivalent) - approximately 20 hours per week

### **General Position Description**

This position will have varied duties ranging from 'hands-on' supervision of facility operations to church administration duties related to data base input and general church communications with its volunteers, tenants, community partners and congregants.

While core hours, averaging 20 hours per week, will be scheduled Monday to Friday, there will be some requirements for occasional evening or weekend hours. There is the possibility of additional scheduled hours as church operations and activities continue to grow.

### **Specific Responsibilities**

- Building Administration
  - Oversee general building operations coordination, facility bookings, tenant relations
    - Seek new facility rental opportunities for surplus availability
  - Provide direction to custodial contractor on weekly facility use set-up requirements, special custodial needs, and overall custodial quality
  - Liaise with HUC Building Operations Committee Chair for pro-active building management, budget planning, and volunteer engagement needs



- Coordinate church volunteers for minor repairs and other needs for special projects or events that align with the congregants desire to serve with their gifts of time and talents
- Coordinate with contracted skilled trades or other services for planned or unplanned maintenance and repairs, in consultation with Building Operations Committee Chair
- Church Administration
  - Management of church volunteer and other data bases including 'Power Church' software
  - Purchasing of church supplies, inventory management, supplier agreements
  - General administration duties in support of other staff, programs, communications
  - Manage facility booking schedules to ensure efficient use of facilities to accommodate church and other user groups

### **Basic Skills or Experience Required**

- Understanding of church activities and alignment with Hillhurst United Church core values and beliefs
- Respectful, cooperative, and positive attitude with volunteers, staff, contractors, tenants, congregants, and guests
- Highly organized and process-oriented with ability to adapt to changing or unexpected circumstances
- Proficiency with MS Office, Excel, and general office technology, equipment and software
- Flexibility in scheduled hours when required due to special events or circumstances arising
  - May require some after-hours contact for emergency facility needs that arise
- Basic knowledge of building facilities and related systems to assess action required for preventative and reactive maintenance or repairs
  - NOTE – HUC enjoys a range of qualified and committed volunteers who are ready, willing and able to support staff and building needs when called upon

### **Other Desired Skills or Experience**

- Previous experience in a church or not-for-profit work environment
- Willingness to learn or grow in areas less familiar
- Thrive in a community of faith team environment with opportunities to learn cross-functional skills supporting Ministerial and other staff



**To apply:**

Submit your expression of interest and resume of related experience and qualifications to: [office@hillhurstunited.com](mailto:office@hillhurstunited.com) with the subject line: Church and Building Administrator

We encourage you to check out our website at [www.hillhurstunited.com](http://www.hillhurstunited.com) to become familiar with our values, vision, and outlook.

Closing date: When suitable candidate is found

Qualified candidates will be contacted by a representative of our Ministry and Personnel Committee for an interview. Offer of employment will be subject to acceptable police background check.