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## MISSION

We're on a mission to point people to Jesus. For over 60 years we have pursued the same mission in Kelowna and we're just getting started. Want to be a part of the mission? Let's chat!

## CONNECT

[www.trinitychurchkelowna.ca](http://www.trinitychurchkelowna.ca)  
(250)860-3273  
@trinitykelowna

## APPLY

Please send resume and cover letter to [tschlenker@trinitykelowna.ca](mailto:tschlenker@trinitykelowna.ca). Please include "Executive Administrator Application" in the subject line of the email.

## ROLE

- Start Date: ASAP
- Full-time/40 hours per week

Trinity Church is looking for an individual to provide administrative support to the Lead Pastor and staff team through a variety of tasks. This role will serve primarily with the lead time while also working collaboratively with other administrators in a confidential and time-sensitive manner.

As the Executive Administrator at Trinity Church, you report directly to the Lead Pastor and play a pivotal role in managing various administrative tasks, ensuring the smooth operation of the church. The successful candidate will be exceptionally organized, adaptable, and adept at addressing the administrative challenges inherent in supporting a high-level, fast-moving organization. You should be tech-savvy, and capable of effective communication across various electronic platforms, and via phone. Your role requires interaction with all levels of internal staff, members, visitors, and external church relationships within a dynamic environment.

You will be a key contributor to cultivating an environment that remains flexible, proactive, resourceful, and efficient while upholding a high standard of professionalism and spiritual maturity.

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## SKILLS

- Data Entry
- Organization
- Adaptability
- Communication
- Collaboration
- Problem-Solving
- Planning
- Computer Proficiency
- Attention to Detail
- Time Management

The following are not required, but considered **assets**:

Working knowledge of:

- Slack
- Canva
- Planning Center Online
- Outlook
- Microsoft Teams
- Share Point
- Social Media platforms
- Excel
- Adobe Acrobat

## RESPONSIBILITIES

### **Strong Planning and Organizational Skills**

- Demonstrate strong planning and organizational skills while remaining flexible and adaptable in an ever-changing environment.

### **Complement and Support the Lead Pastor**

- Assist the Lead Pastor in managing tasks and responsibilities related to the overall church and ministry goals.

### **Effective Communication**

- Communicate effectively on multiple platforms (direct messages, phone calls, and email) to ensure all duties are completed accurately and delivered with high quality and in a timely manner.

### **Church Awareness**

- Maintain awareness of the overall church's ministry goals, values, and the Lead Pastor's detailed responsibilities related to these goals.

### **Lead Pastor and Trinity Board of Elders Support**

- Manage communication and tasks related to the Lead Pastor and the Trinity Board of Elders, as well as their respective teams.

### **Calendar Management**

- Create and manage the Lead Pastor's calendar appointments, meetings, and phone call appointments, keeping appropriate parties informed in advance.

### **CRM Management**

- Oversee and maintain the church's Customer Relationship Management (CRM) system, ensuring accurate and up-to-date records of church members and their interactions.

### **Personal Attributes and Values**

- Rely on experience and judgment to plan and accomplish goals.
- Maintain confidentiality throughout the organization.
- Embody and uphold the values of the church staff.

## REQUIREMENTS

- 8+ years in an executive administrator or communications role
- Demonstrated experience, skill, and commitment to excellence
- Ability to work within the process and strategy employed by the Senior Leadership Team.
- Contain robust administrative and organizational skills and experience working cross-functionally with multiple teams
- Excellent written and verbal communication skills, with the ability to tailor messages for different audiences
- Proficiency in using multiple digital platforms including Microsoft Office and Google Accounts

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## PROTECTION SCREENING

All applicants will be required to complete a Criminal Record Check.  
Post open until position filled.