



willowparkchurch

EMPLOYMENT OPPORTUNITIES

Willow Park Church (WPC) is a multi-location, multi-generational, Christian church in beautiful Kelowna, British Columbia. WWW.WILLOWPARKCHURCH.COM

Are you interested in joining our staff team as an Office Assistant?

We are looking to fill this position with someone who thrives in a busy office environment and loves interacting widely. The role will be based out of our Rutland location.

You need to thrive in:

- welcoming our day-to-day office guests with a smile and offering assistance in any way you can.
- being our go-to person for phone and web enquiries, ready to helpfully assist with any need.
- assisting with our deliveries and supporting our staff with their general office and administration needs.
- administrating our rental/room usage policy - helping people with their enquiries and acting as a liaison with our staff.
- managing and assisting with our registration system for events and updating our database as you go.
- learning how to support our admin team in their broader tasks and routines.

You need to have:

- A love for Jesus and His work through the local church.
- An ability to be warm and hospitable even when it gets hectic
- Flexibility in a constantly changing and fast-moving office and ministry environment
- A love for people as you interact with our various guests and staff.
- An enjoyment for work variety - you never know what the day may bring hold!
- Excellent people and communication skills.
- Experience in problem-solving and taking the initiative.
- A coachable spirit and an enquiring mind - a willingness to learn new skills quickly.
- A love for details and an ability to work independently.

It would be nice if you had:

- Experience in working as part of a team in an administrative or guest-service role.
- Experience in working or volunteering at a church or non-for-profit
- Experience in using Office 365

Closing Date: Nov 5. 2021

Please email a resume and cover letter to Glen Madden (Executive Pastor) - gmadden@willowparkchurch.com