



ADMINISTRATOR

Snapshot of Hope Church Toronto West

Denomination	Non-denominational, but part of the Great Commission Collective
Weekly attendance	300 Average
Neighborhood:	Etobicoke, Ontario. Sunday services are held at John English Junior Middle School
About our church:	<p>Hope Church Toronto West is a diverse, urban church plant located on the west end of Toronto, Ontario. We exist to glorify God through the fulfillment of the Great Commission (Matt 28:19-20) in the spirit of the Great Commandment (Matt 22:37-39). Upon the foundation of Jesus Christ (1 Cor 3:11), we hold to 4 New Testament Pillars: Proclaiming the authority of God’s word without apology (2 Tim 4:2), lifting high the name of Jesus through worship (John 4:24), believing firmly in the power of prayer (Eph 6:18) and sharing the good news of Jesus with boldness (Eph 6:19-20).</p> <p>Planted in 2013 out of Hope Bible Church Oakville, Hope Church Toronto West began with the fervent, desperate prayer of just a dozen individuals and has grown into a vibrant, international church of over 300 in weekly attendance. Hope Church Toronto West desires for the gospel of Jesus Christ to reach the city of Toronto, through prayer-saturated gospel proclamation and mercy-filled deed ministry.</p>

ROLE SUMMARY	
	The Administrator performs administrative duties to support church operations, manages the office and in-office events and provides direct support to the pastoral staff and outreach ministry. This is a one-year temporary position to cover a maternity leave, starting in June 2023.
RESPONSIBILITIES	
General Administration	<ul style="list-style-type: none"> • Answer and direct phone calls. Take messages. • Manage and maintain shared calendars • Write and distribute email, correspondence memos, letters and forms • Maintain and manage contacts through platforms (Planning Center Online) • Develop and maintain a filing system
Office & Events Management	<ul style="list-style-type: none"> • Order office supplies and research new deals and suppliers • Update and maintain office policies and procedures • Coordinate office activities and operations to secure efficiency and compliance to policies • Coordinate with janitorial services to ensure the cleanliness of the office • For on-site events, purchase supplies, set up furniture for event and make arrangements for hospitality needs.
Pastoral Support	<ul style="list-style-type: none"> • Organize and schedule appointments. • Coordinate and manage projects (IE: Canada Summer Jobs, Hiring, Weddings, Volunteer Screening) • Point of Contact for vendors (rentals - TDSB, insurance, legal, utility accounts) • Book travel arrangements • Submit and reconcile expense reports
Outreach Ministry Support	<ul style="list-style-type: none"> • Provide administrative support for outreach programs and Sunday outreach highlights • For programs, set up registration page and execute communication to the church. Collect & purchase all resources needed. Set up office.

QUALIFICATIONS	
Education	<ul style="list-style-type: none"> • Bachelor’s Degree required
Experience	<ul style="list-style-type: none"> • Proven experience as an Administrator, Administrative Assistant, Office Admin or relevant role
Character	<ul style="list-style-type: none"> • Professing Follower of Christ (Mark 1:17) • Spiritually Progress – Continual training and transformation (1 Tim 4:6-10, Rom 12:2) • Evident fruit of the Spirit (Gal 5:16-26) • Humility and Fear of God (Is 66:2)
Conviction	<ul style="list-style-type: none"> • Close alignment with Hope Church’s Mission, Doctrinal Statement, Pillars, Church Governance and Discipleship Model • Prayer – a desperation for God to do what only he can do (Eph 3:14-21) • Heart for the city – a burden for the lost in the city (Acts 18:10), despite the unique and diverse challenges of an urban setting • Heart for the local church – a burden for the local church, the bride of Christ (Eph 5:25)
Competency	<ul style="list-style-type: none"> • Proficiency in MS Office and Google Docs • Familiarity with office equipment, including printers, photocopiers, shredders, etc. • Experience with productivity tools (e.g. Slack, Trello, etc....) • Excellent time management skills and the ability to prioritize work • Excellent written and verbal communication skills • Attention to detail and problem solving skills • Strong organizational skills with the ability to multi-task • Training will be provided on specialized softwares, like Expensify and PCO

Employment Details

Title:	Administrator
Reports to:	Pastor of Ministry Development
Term:	One year starting June 2023
Hours:	40 hours per week
Compensation:	As negotiated
Benefits:	None
Vacation:	Vacation accrual of 4% of gross pay will be added to the biweekly pay – Time off will be unpaid.

To apply, submit a resume and cover letter to jobs@hopechurchtw.ca