



CITYLIGHTSCHURCH

## ADMINISTRATIVE NINJA

Assisting the Pastor. Opportunity to be an organizational leader.

**Duration:** 10-15 hours/week\*

**Remuneration:** \$20-24 per hour, depending on experience.

**Office location:** 3410 Boundary Rd. On the border of Burnaby and East Vancouver.

**Type of church:** A newer, pioneering, missional community based, Bible-loving, Spirit-led community who want to see gospel saturation.

**Summary:** The Administrative Ninja will aim to work with efficiency, care and diligence to partner with leadership to accomplish important practical tasks that help make Jesus known in our region. *This is an important role in the church and it is necessary for one to be a part of CityLights.* This person will coordinate facility rental contracts, purchasing, record keeping, and communication to the church. It's an opportunity to be a part of a pioneering team and grow in ministry and discipleship experience.

*\*Note: there is a possibility for additional hours if skills in areas of creative design & communications, organizational leadership, or event planning.*

**CITYLIGHTS IS A DEVELOPING COLLECTIVE OF REPRODUCING DISCIPLES AND MISSIONAL COMMUNITIES AIMING TO MULTIPLY DISCIPLES WHO MAKE JESUS KNOWN IN EVERYDAY LIFE.**

### Core Competencies & Expectations:

- Enjoy taking initiative, problem solving, and making things better.
- Friendly and able to connect and communicate with others well.
- Proficient in technology (ie. excel, gmail, google drive)
- Administrative with a keen eye for details. Administrative experience is beneficial.
- Flexible and able to enjoy tackling the numerous tasks that must be completed
- Able to learn and implement a task management software (ie. Asana)
- Quickly learn and utilize church management software (ie. Planning Center)
- Alignment with CityLights values & vision, active participation in the church community, and a desire to serve Jesus through using organizational skills. ([www.clvan.ca](http://www.clvan.ca))

### Roles will Include:

- Administrative assistance and partnership with the Lead Pastor. Help make things happen.
- General office coordination, filing, record keeping, formatting handouts, etc. Help keep our facility and systems organized and efficient.
- Coordinating & purchasing office supplies & technology.
- Coordinating & acting as primary contact for rental groups.
- Updating website with current content.
- *\*option of additional hours depending on skills and capacity.*

Email a resume, testimony, and cover letter to [info@citylightschurch.ca](mailto:info@citylightschurch.ca)

This role is available immediately.

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