



*Christ centred. Gospel Saturated. Missional Community.*

## **Opportunity Profile**

### **Administrative Assistant**

[livinghopeonline.ca](http://livinghopeonline.ca)

# Living Hope Church

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## **The Organization**

Living Hope Church (LH) is part of the Christian and Missionary Alliance (CMA). It is the only CMA church in the Comox Valley. Living Hope is governed by an egalitarian Board of Elders and it employs a lead pastor, an administrative assistant and part-time bookkeeper.

The church has an average weekly attendance of approximately 150-175, with an average of 30 children included. There is also a contingent of approximately ten Mandarin-speaking families attending the church. Living Hope is a friendly, happy and welcoming community that wants to grow in its love for Jesus and in its understanding of the Gospel

The church meets at Queneesh Elementary School on Sundays and has offices in “Tin Town” in Courtenay. Congregants are involved first-hand with various programs at the school as well as other lay organizations in the Valley such as L’Arche, Family Services, and the Pregnancy Care Centre. The Church also runs a project in Uganda, providing widows with the opportunity to lease land for farming. Living Hope also supports missionaries internationally.

Living Hope’s Vision: To join God in renewing all things with the message and mercy of Jesus Christ. Above all, we are a Christ-centred, gospel-saturated, missional community. See our website for more information, [livinghopeonline.ca](http://livinghopeonline.ca).

## **The Community**

The Comox Valley is a region comprised of three urban centers: Courtenay, Comox, and Cumberland that are surrounded by rural residential and farming communities. The Valley lies on the east coast of Vancouver Island between the beautiful Beaufort mountains and Salish Sea, and has a total population of approximately 66,000. Each of the centers have experienced rapid population growth in the last couple of years with retirees and with families moving from the lower mainland in search of more affordable housing.

The Comox Valley is within the Traditional Territory of the K’omoks First Nation. It is home to Canadian Forces Base Comox (airforce). It is a laid-back community with many artists, hobby farmers, and outdoor enthusiasts. The community is vibrant with people who are passionate about environmental and social issues. The Valley could be described as a post-Christian community with many who are fairly liberal in their beliefs. There are a number of Christian churches in the Valley with some overlap in ‘city wide’ services and ministries throughout the year.

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**POSITION:** Office Assistant (permanent, full-time)

**REPORTS TO:** Lead Pastor

**PURPOSE:** The Office Administrator manages the office operations of Living Hope Church and provides direct administrative support to church staff and core church ministries, thus directly contributing to the mission of the church.

**KEY RESPONSIBILITIES:**

- Maintain a productive relationship with the Lead Pastor and other church staff and volunteers.
- Provide administrative support to the church and its ministries. This will include performing all regular administrative duties as well as providing support for Sunday services and special events.
- Serve as one of the main 'faces of Living Hope' in day-to-day interactions with those outside Living Hope – especially Queneesh elementary school, other churches, and various non-Christian organizations and individuals.
- Maintain accurate financial records and liaise closely with the Church bookkeeper.
- Maintain regular communications with the congregation via email/online communication

**THE PERSON:**

The ideal candidate will have administrative experience in a church, para-church or non-church organization(s) of the same or larger size.

The candidate will have a diverse set of characteristics such as:

- Devoted to God and passionate about living a life consistent with the Gospel of Jesus Christ
- Has strong interpersonal and written/oral communication skills
- Is a team player, adaptable, approachable
- Has excellent organizational and time management skills
- Pays close attention to detail
- Is proficient with office software (MS Word, Excel, Powerpoint), and has experience with or the capacity to learn specific software and web applications (e.g. finance or web design)

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## **SUBMITTING AN APPLICATION**

- The job posting is open until filled
- Submit applications (or requests for more info) to:

Carol Hardy, Lead Administrator (Interim)  
Living Hope Church  
2364 Rosewall Cres.  
Courtenay, BC V9M 8R9  
Phone: 250-334-9777  
Email: [office@livinghopeonline.ca](mailto:office@livinghopeonline.ca)