



Administrative Assistant (to the Lead Pastor)

Overview

The Preface

Oceanside Community Church is looking for a part-time administrative assistant (18-24 hours with the potential for more over time). Oceanside is a revitalized and growing church in Parksville, BC. Our existing ministry team consists of five pastors (two full-time) and a part-time music director. We are also currently hiring for a full-time music and media pastor.

Please browse our website and [read](#) our **vision, mission, and core values** in order to better understand who we are, who God is calling us to be, and whether you might be a good fit.

The Position

The Administrative Assistant will primarily provide assistance to the lead pastor(s) and oversee the day to day administrative tasks and operations of the church. Other key areas of contribution—in conjunction with other staff and dependent on the candidates' gifts and our future hiring—might include hospitality ministry and/or facility oversight. A detailed job description with qualifications will be provided to potential candidates.

This is a part-time salaried position with potential for more hours and full benefits. Salary will depend on or consider the candidates experience, education, and other factors.

The Person

We are looking for a highly organized, capable person to run the operations of the church who is also deeply devoted to Jesus and the ministry of the local church. The candidate should have significant communication skills (both written and verbal), be proficient in computers and software programs, and be able to start and finish projects. Furthermore, as the "front door" or "first impressions" of the church, she or he should create a warm and hospitable environment.

The Process

If interested in applying, please send (in one document):

- 1) Cover letter explaining your interest and what specifically attracts you to this position
- 2) A resumé or CV with at least three relevant references we can contact
- 3) Send all info in one attachment to joseph@oceansidecc.ca and hannah@oceansidecc.ca.
(Receipt of application will be acknowledged; however, only those being considered will receive follow-up.
Position is available immediately. Closing date is flexible, but we hope to hire by April 1, 2023.)