



**Facility and Communications Coordinator**  
**St. Paul Anglican Church, Nanaimo BC**  
**Part-time – 15 hours per week (in office)**

**About Us**

We are an open and affirming Christian community that welcomes all who seek companionship, spiritual nourishment, and meaningful worship. Located in Nanaimo since 1861, St. Paul's has been a beacon of light and a place of gathering for ministry and community service for over 160 years.

**Who We Are Looking For**

We are seeking a **Facility and Communications Coordinator** to oversee the day-to-day use and upkeep of our facilities and to support the church's outreach and presence through communications and social media. The successful applicant will play a key role in maintaining the smooth operation of our Centre for Ministry and Community Service and in helping build a hospitable, organized, and connected environment for both parishioners and community users. This is a part-time position requiring 15 hours per week, Monday to Friday.

**Key Responsibilities**

- Serve as a welcoming first point of contact for parishioners, renters, and visitors.
- Handle parish mail and respond to or refer telephone and email inquiries related to facilities and rentals.
- Maintain the facility use calendar and liaise with both internal and external user groups.
- Assess rental requests for alignment with our Ministry Plan; meet with renters to tour the building and complete agreements.
- Use Excel spreadsheets to track rental income, user group details, parking assignments, and insurance status.
- Manage parking stall rentals, maintain waiting lists, and follow up on unauthorized usage with appropriate firmness. Maintain up-to-date records of user groups, including agreements, deposits, payments, insurance, and receipts in cooperation with the Treasurer.
- Ensure all external users hold valid liability insurance; provide resources (e.g., DBC Aon link) as needed.
- Oversee short-term agreements and key distribution; maintain a current key log.
- Coordinate and schedule routine and emergency facility maintenance and inspections (e.g., HVAC, elevator, fire inspections, janitorial, lawn/snow care, etc.).
- Receive and verify invoices for maintenance work to ensure accurate billing and completion of services.
- Ensure annual contracts and subscriptions (e.g., Enteliweb, SOCAN) are current.

- Collaborate with the Parish Administrator to ensure coverage of essential office duties; willingness to learn key tasks of that role is required.
- In consultation with the Incumbent and Churchwardens, manage and develop the parish's social media presence (Facebook, Instagram), website content, and video/livestreaming (Vimeo).
- Engage constructively with a diverse public, including occasional encounters with challenging individuals in a downtown setting.

### **Qualifications**

- Minimum 2 years' experience in an administrative or coordination role.
- Excellent interpersonal, organizational, and communication skills.
- Ability to maintain confidentiality
- Intermediate to advanced competency in Microsoft 365, Excel, and web-based communication tools (Vimeo, Facebook, Instagram).
- Strong attention to detail, with the ability to prioritize and respond to shifting demands.
- Comfortable working independently and in a collaborative team setting with both staff and volunteers.
- Calm and confident approach when engaging with the public, including in complex or sensitive situations.
- Familiarity with Anglican church life and Christian ministry is an asset.

### **What We Offer**

- A collaborative and caring workplace environment that values community, inclusion, and service.
- The opportunity to contribute to the life and ministry of a long-standing, respected downtown parish.
- Flexible scheduling within the Monday to Friday workweek.
- Salary starting at \$22 per hour

### **To Apply**

If this position interests you, please submit a **cover letter and resume** explaining why you are a strong candidate and sharing examples of relevant experience.

### **Contact:**

Joy Adams Bauer

Churchwarden responsible for human resources

✉ jadamsbauer@stpaulsnanaimo.ca

**Application deadline:** August 25, 2025

**Work location:** St. Paul Anglican Church, Nanaimo, BC