



JOB DESCRIPTION	Community Assistant (INTERIM)
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Reports to	Executive Pastor
Classification	Part time: 20-26 hours weekly
Wage	\$20 - 22 per hour
Hours of Work	Monday–Thursday
Location	Primary: Church Office (WFH options at supervisor’s discretion)

SUMMARY	
<p>The Community Assistant is a creative, organized, and community-minded individual who contributes to the office team in the areas of communications, creative design, and practical support to ministry leaders and community members. With the direction of the Executive Pastor, the Community Assistant aims to keep the community informed and engaged, by creating continuity in LPC communications and design, and providing timely, clear, and accessible information. The CA helps community connections in practical ways, by supporting ministries and leaders, and connecting people into the community. The CA helps optimize the day-to-day function of the office through efficient management of supplies and databases and appropriate internal communication of ministry matters.</p>	

ACCOUNTABILITIES	
Communications	Time: 30%
<p><i>The Community Assistant aims to keep the community informed and engaged, by creating continuity in LPC communications and design, and providing timely, clear, and accessible information.</i></p> <ul style="list-style-type: none"> • Design and produce printed and visual communication materials, such as bulletins, flyers, posters, brochures, annual reports, slides, emails. • Update website and social media to ensure visual continuity and relevant, current information. • Optimize design and flow of communications through various means, including Planning Centre, Canva, Microsoft suite. • Liaise with staff and volunteers to gather information for communications and media outlets • Respond to community inquiries made by email. • Maintain accurate and effective building signage. 	



Office Support	Time: 35%
<i>Helps optimize the day-to-day function of the office and facility</i> <ul style="list-style-type: none">• Provide a friendly and helpful presence to staff, volunteers, and the general public.• Respond to inquiries made by phone, email or in person.• Assist with office duties as required, including maintenance of office inventory, supplies, databases, and equipment.• Maintain Café and Kitchen supplies (including coffee, tea, communion supplies, etc.)	

Community Support	Time: 35%
<i>Helps community connections in practical ways, by supporting ministries and leaders, and connecting people into the community.</i> <ul style="list-style-type: none">• Schedules the Hospitality Team - including Connect Desk, communion, and greeters - and ensures communication and resources.• Supports various committees (such as, but not limited to, Missional Engagement Team or 5 & 2 Committee) with website, special projects, and communications.• Liaises with various ministry leaders for practical support with meeting space, communication, events, supplies and technical support, online registrations, budgets and planning.• Resource ministries for greater effectiveness and look for opportunities to streamline and improve their events, communication and community.• A go-to person for Newcomers; considers Lambrick communications and practices from a Newcomer's perspective and ensures resources and information are readily available.• Helps connect people into life at Lambrick through Ministry Leaders, community members and events, and opportunities to serve.• Assists coordination of large church or community events, such as Treat Street, BBQs potlucks, special seasonal services, memorial services.	