



JOB POSTING

Position	COMMUNITY ASSISTANT (INTERIM)
Classification	Part time: 20-26 hours weekly
Wage	\$20 - 22 /hr <i>(depending on skill and experience)</i>
Term	to August 31/26 <i>(may extend further, based on church needs and the candidate's availability)</i>
Posting Close	Sunday April 26, 2026 @ 5 pm

Lambrick Park Church is seeking a friendly, organized person to join our office team for a part-time, limited-term position, beginning as soon as possible, and ending August 31, 2026. The purpose of the interim position is to fulfil the responsibilities of the existing role while allowing time for the position to be re-envisioned for both current and future needs. It is imperative that the successful applicant wholeheartedly supports the church, and Lambrick's vision, mission, and Statement of Faith (available [on our website](#)).

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 support to ministry leaders and community members.**
- ✓ enjoys being a central community point, helping people be engaged and informed.
- ✓ creates continuity in LPC communications and design, so information is timely, clear, and accessible.
- ✓ provides practical support to ministries and leaders and connects people into community.
- ✓ helps optimize the day-to-day function of the office, providing support to the staff team.

The Community Assistant will:

- Provide a friendly and helpful presence to staff, volunteers, and the public.
- Be personable, flexible, and clear while working with a variety of people.
- Think proactively and creatively about communications, through printed and visual communication materials, and updating website and social media content.
- Be organized, proactive and efficient managing detail and helping the office run smoothly including inventory, databases, equipment, and facility needs.
- Practically support ministries and leaders and members, and be a go-to person for newcomers, connecting people into the community.
- Help coordinate church events through online registrations, preparation, and support.
- Assist the Facility Coordinator to support facility events and rentals when the FC is unavailable.
- Be adaptable with various programs and platforms such as Microsoft Suite, Planning Centre, Canva, YouTube. (Experience in programs is an asset but not required.)
- Respond to inquiries made by phone, email or in person.
- Help with other relevant duties as required.

**Detailed job description available upon request*





LAMBRICK PARK CHURCH
GORDON HEAD + VICTORIA + THE WORLD

This role reports to the Executive Pastor, with starting wage based on skill set and experience. The position itself will be under review during the interim time period, and a new job may be posted, in which case the Interim Community Assistant position could possibly turn into longer-term employment, should the employee be both qualified and interested in that new role.

Please respond with your resume to jobs@lambrick.com or send to the office address below. The posting remains open until Sunday, April 26, 2026 or until the position is filled.