



Part-time Office Manager

12 Month Maternity Leave Coverage: June 2026 – May 2027

General Description:

- Represent Chartwell Church in a professional, friendly, helpful, and Christ-like manner when speaking with people in-person, on the telephone or via electronic communication
- Efficient operation of the church office and the extension of the office, “the Hub” in the foyer of the church, including organizing and keeping files (e.g. Police checks), purchasing office supplies, and maintenance of office equipment such as photocopiers, computers, printers, phones etc.
- Maintain the content of the Chartwell Website and App including uploading audio/visual sermons and creating the weekly electronic newsletter and other mass communication tools including church-wide calendars
- Facilitate the rental process to various groups as well as manage the booking of the building for church-sponsored activities. Manage the general security of the building, including a church key tracking system
- Support the Pastors where needed, for various Chartwell Church projects or events
- Support all employees, contractors, and renters in maintaining effective, timely and clear communication around the events, activities and daily functioning of the church
- Participate in monthly staff meetings

Reports to:

- The Lead Pastor

Assists:

- The Pastoral Staff
- The Administrative staff (Finance & Donations)
- The Elders Board and the Finance and Facilities Committee
- Members and regular attendees of Chartwell Church
- Members of the general public with inquiries related to Chartwell Church

Responsible to Supervise/Lead:

- Supervise regularly contracted services to Chartwell Church (cleaning contractors, outdoor maintenance contractors), as well as occasionally contracted electricians, plumbers, H/VAC, etc.
- Supervise Facility rental and Supervisory Staff
- Coordinate jobs with Church Maintenance Lead as necessary

Requirements:

- Education - Minimum of High School Diploma
- Experience - Minimum of 2 years' experience in an office setting

- Qualities - A professional and friendly manner, a love for people, an ability to prioritize and organize multiple demands, able to work autonomously and efficiently, excellent written and interpersonal communication skills, a willingness to be a regular part of the Chartwell community (including Sunday morning attendance)
- Proficient in - Google Docs, Microsoft Office Applications including Word, Excel, PowerPoint, and Outlook. Database and website management experience would be an asset
- Able to work weekdays, 20hrs/week within normal business hours

Please email resumes to office@chartwellchurch.com