

Administrative Coordinator

Position Overview

Living Word Christian Church is seeking a highly organized, dependable, and ministry-minded individual to serve as a Part-Time Church Administrator. This role provides administrative, communication, and operational support to help ensure the smooth functioning of church ministries, services, and events.

Position Details

- Part-Time (20 hours per week, including Sundays)
- Compensation: CAD \$24–26 per hour
- Reports To: Lead Pastor
- Location: Living Word Christian Church, Langley

Key Responsibilities

- Coordinate church schedules, services, meetings, and events
- Maintain church records, calendars, and administrative systems
- Manage weekly communications, including bulletins, newsletters, website updates, and social media
- Provide administrative support to the Lead Pastor
- Support Sunday services and special church events

Qualifications

The ideal candidate:

- Is a committed Christian who supports the mission and values of LWCC (found on <https://www.lwcchurch.ca>)
- Is organized, dependable, and detail-oriented

- Is able to assess the importance of material, prioritising and responding quickly to time sensitive needs.
- Has a service-oriented leadership posture with integrity and humility
- Skilled with managing confidential information.
- Has strong communication and administrative skills
- Is comfortable using digital tools, websites, and social media platforms
- Can work independently and collaboratively with church leadership and volunteers
- Has administrative or church ministry experience (An asset but not required)
- Should be a Canadian Citizen or holding a Permanent resident status

Compensation

- CAD \$24–26 per hour
- Paid vacation of up to 2 weeks
- Eligibility to apply for a three-month sabbatical after seven years of service

How to Apply

Please submit your resume and cover letter to admin@lwcchurch.ca

Note: Only candidates selected for an interview will be contacted.