

ST. ANDREW'S UNITED CHURCH, NORTH VANCOUVER

PART-TIME OFFICE ADMINISTRATOR

JUNE 2 – AUG. 29, 2025

The part-time office administrator will work as part of a team comprised of staff, church, and community volunteers who welcome individuals to St. Andrew's United Church in North Vancouver, near Lions Gate Hospital. We are looking for an enthusiastic team member who is keen to learn and grow in a supportive environment.

Our office administrator will be on restorative leave from May 23 to Sept. 2, 2025.

Responsibilities:

Liaise between staff and public in person, over the phone, and by email.

Answer and direct phone calls and emails.

Maintain office space and supplies.

Manage ongoing clerical and administrative tasks such as maintaining schedules, records and files; writing reports and answering correspondence; liaising with bookkeeper on a regular basis.

Manage building maintenance and respond to building emergencies as required.

Qualifications:

Excellent interpersonal and communication skills are essential.

Self-motivated, able to work independently and as part of a team.

Experience with office software such as Microsoft Office.

Familiarity with The United Church of Canada is an asset.

Hours: Part-time, 20 hours weekly, Monday to Friday, 8:30 am – 12:30 pm
(flexibility occasionally required).

Remuneration: \$23 per hour.

Location: St. Andrew's United Church, 1044 St. George's Avenue in North Vancouver.

To apply:

Please send your resume to Judith Hardcastle at minister@st-andrews-united.ca by May 23, 2025.

The position will begin June 2, 2025.

We appreciate all expressions of interest from anyone, regardless of how you identify.

We encourage folk who identify as BIPOC or from other under-represented groups to apply.

Only successful applicants will be contacted.