

St. Andrew's United Church

Office Administrator & Property Manager

Position Overview

St. Andrew's United is a vibrant community church in North Vancouver that works with other churches and faith-based groups, as well as non-profit community organizations, to mitigate homelessness, poverty, social isolation, and environmental issues. The Office Administrator & Property Manager supports the ministry and mission of the church by overseeing daily office operations, managing the building and property, and serving as a welcoming first point of contact for the congregation and wider community. This role requires strong organizational skills, good communication, confidentiality, and the ability to work independently while supporting staff, volunteers, renters, and ministry teams.

Key Responsibilities

Office Administration

- Serve as the primary point of contact—respond to phone calls, emails, mail, and in-person inquiries.
- Liaise with Communications Coordinator in relation to website and social media platforms.
- Provide administrative support to the minister, music director, church Board, and Mission and Management teams.
- Coordinate preparation of weekly bulletins, announcements, newsletters, Annual Congregational Report, and other communications.
- Maintain Google church calendar, schedules, and room bookings.
- Keep official church records, directories, minutes, and filing systems up to date.
- Order office supplies and arrange office equipment maintenance as required.

Financial and Administrative Support

- Process invoices, deposits, and payments in collaboration with the Treasurer.
- Track rental income and prepare rental contracts and invoices.
- Issue tax receipts where required.
- Prepare financial reports/documents needed for church Board and Trustees meetings.
- Participate in preparation of Annual Budget.

Facilities & Property Management

- Oversee daily building operations, including cleanliness, security, and accessibility.
- Supervise cleaning contractor.

- Manage building repairs and maintenance as directed by the Management Team. coordinating with tradespeople and service providers.
- Monitor building systems (HVAC, electrical, plumbing, alarms).
- Ensure compliance with fire regulations, and safety and insurance requirements.
- Maintain inventory of equipment, furniture, and supplies.
- Support planning of long-term property improvements and capital projects.
- Prepare monthly property report to the Chair, Management Team.

Rental and Event Coordination

- Manage inquiries, contacts, and scheduling for external groups using church facilities.
- Ensure proper set-up, equipment availability, and building access for events.
- Communicate with renters regarding policies, fees, and expectations.
- Prepare rental contracts.
- Update rental policies yearly with Chair of Trustees and Chair of Management Team.

Qualifications

- Experience in office administration, facilities coordination, or related work.
- Strong interpersonal, communication, and customer-service skills.
- Excellent organizational skills and attention to detail.
- Proficiency with office software (Microsoft Office and QuickBooks Online).
- Ability to manage multiple tasks and work independently.
- Basic knowledge of bookkeeping.
- Experience with website management and/or social media.
- Maintain staff and congregational confidentiality.
- Ability to be empathetic yet discreet, without becoming pastorally involved.
- Must have belief system in alignment with the values of The United Church of Canada and St. Andrew's United Church.

Position: Office Administrator & Property Manager
Hours: Mon. to Fri. (8:30 am – 4:30 pm)
 37.5 hours weekly (30 min. unpaid lunch)
Salary: \$54,000 - \$62,000 plus UCC benefits
To apply: Email resume to minister@st-andrews-united.ca
Application Deadline: January 2, 2025

St. Andrew's United Church is an open and affirming congregation where people are welcome regardless of race, class, economic background, or sexual orientation. We encourage folk who identify as BIPOC or from other under-represented groups to apply. Only successful applicants will be contacted.