

Office Coordinator

(Full-time, 40 hours per week)

the bridge is a multi-ethnic and multi-generational church, impacting our world in Christ, located in Markham (part of the Greater Toronto Area), Ontario, Canada. Gather, group, grow, give and go is how *the bridge* fulfills its mission and vision. Our mission is to connect people to God, each other, and our world. Our vision is to see transformed people impacting their world in Christ. We gather for a renewed and inspired perspective. We group to put this inspired life into practice. We grow through personalizing our faith in Jesus. We give to participate fully in God's love for all, and we go out into our world to perpetuate the goodness of God.

the bridge is looking for an Office Coordinator to oversee the daily operations of the office. This includes providing front line administrative support and excellent customer service in a welcoming environment. The Office Coordinator will manage the church calendar, internal room bookings, and external rentals. This role will partner closely with the Operations Team and ministry staff to ensure ministry programs, events, and rentals run effectively. He/she will represent the church to community organizations for rentals and assist with organizing church-wide events from an operational perspective.

Primary Responsibilities:

- General administrative duties that include but are not limited to answering and directing calls/inquiries, process mail, maintaining filing and records systems, maintaining office supplies for the church, and overseeing office equipment maintenance.
- Work collaboratively with the Hub Café Lead, Facilities Coordinator, and custodial staff to purchase/order supplies as required.
- Partner with ministry staff to process ministry building use requests and oversee the church calendar using Planning Center Online (PCO); ensuring ministry event logistics and staff schedules are updated in PCO.
- Respond to inquiries and coordinate both wedding and funeral requests for congregation members, working closely with the pastoral and facilities staff on logistics; coordinating onsite event hosts as required.
- Coordinate external rentals and bookings (i.e. recitals, weddings, funerals). Work with staff to ensure necessary logistics, AV needs and onsite coordination for events as required.
- Work closely with the Director of Administration to coordinate staff meetings, retreats, and other staff/leadership events and celebrations.
- Prepare weekly staff meeting agenda and meeting minutes.

- Work collaboratively with the Database Coordinator to provide administrative support for the church database (PCO); updating profiles, producing lists and reports as required (e.g. attendance report).
- Work with the Bookkeeper to process rental income, act as back-up for counting of offering, assist with bank deposits and other financial administrative duties as needed.
- Assist with the development and management of the Office Admin budget.
- Oversee and provide leadership to a team of volunteers. This includes recruiting, training, developing, and coordinating volunteers.
- Work collaboratively with the Facilities Coordinator and custodial staff to ensure the kitchen areas are clean, organized, and maintained.
- Attend bi-weekly Operations Team meetings to provide administrative and calendar updates.
- Work with the Operations Team to schedule volunteers and staff as required for church and rental events.
- Assist with event set-ups and tear-downs, cleaning, etc., as required.
- Assist the Care Pastor with ordering flowers and preparing care packages for staff.

Qualifications & Skills:

- Post-secondary education or equivalent experience
- Minimum of 3 years administrative and customer service experience
- Demonstrated ability to develop and maintain an environment and culture of hospitality and service
- Strong organizational and administrative skills, with high attention to detail
- Working knowledge of basic financial transactions
- Demonstrated time management skills, with the ability to handle multiple projects and support multiple people
- Ability to work in a fast-paced environment and adapt to change
- Excellent skills and experience with systems, office equipment, and software, including Microsoft Suite and database software
- Very good written and verbal communication skills
- Excellent customer service and interpersonal skills
- Demonstrated professionalism and tact with the ability and commitment to maintain confidentiality
- Ability to work collaboratively and effectively with multiple teams
- Demonstrates diplomacy, self-leadership, good judgement and team spirit
- Ability to take initiative and problem solve
- Demonstrated ability to recruit, lead and motivate a team
- Flexible, with the ability to work weekends, assisting with events as required
- Able to support and promote *the bridge's* beliefs, mission, vision and values.

PREFERRED

- Experience with church management software
- Event management experience
- Supervisory experience
- Experience developing and managing a budget

For more information on *the bridge*, visit www.thebridgemarkham.com. If you are interested in this employment opportunity, please submit your cover letter and résumé to careers@thebridgemarkham.com. *the bridge* invites fully qualified candidates to apply for the following position(s), however Canadian citizens and permanent residents will be given priority. *the bridge* is committed to providing accommodations for people with disabilities and will work with you during the selection process if this is required. All applications will be reviewed, but only those selected for interviews will be contacted.