



*an equipping and
learning collective*

Communications and Administration Coordinator

Position Description

The 1Life equipping and learning collective (office located in Surrey, BC) of the Christian Reformed Churches (CRC) of BC, is seeking an organized and creative Communications and Administration Coordinator to support our internal and external communications strategy, write and disseminate publicity material, respond to inquiries, and coordinate events. The ideal candidate will have a proven track record as a detail orientated, tech savvy and resourceful administrator, with strong written and verbal communication skills.

Position Type Part-time - 1 year renewable contract (6 hrs/wk, \$22 hr.)

Responsibilities

Communications

- Collaborate with the team to develop and implement an effective communications strategy based on our target audience: BC CRC Classes, Churches and attenders.
- Write, edit, and distribute content, including publications, announcements, website content, bi-annual classes reports, video production, and other marketing material that communicates the organization's activities and/or events.
- Manage all social media for 1life
- Seek opportunities to enhance the reputation of the 1Life brand, and coordinate publicity events as required.

Administrative

- Serve as the overall contact person for the organization.
- Create, coordinate and manage registration of all events (online and in-person) via Eventbrite.
- Provide oversight of the budget/financial statements, process expense reports and process all expenditures and requests for reinstatement.
- Attend 1Life team planning meetings, record and distribute meeting minutes.
- General clerical duties and related tasks as assigned

Hospitality

- Serve as the host for both online (zoom) and in-person events; setting up meeting space, securing refreshments and ensuring COVID protocols where necessary.



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Requirements

- Prior experience in office admin and communications.
- Ability to work within a ministry team context.
- Strong attention to detail with an aptitude for proofreading, suggesting alternatives and making modifications.
- Excellent command of verbal and written English, with proven ability to communicate clearly and professionally.
- Strong interpersonal skills.
- Proficiency with use of email, word processing, spreadsheet, database and presentation software and use of the internet.
- Knowledge of graphic design tools, (InDesign/Photoshop, Canva, WordPress or similar platforms), administrative software (Google Workspace, Microsoft suite, etc.), and social media platforms.
- Multi-task effectively and apply management skills efficiently, such as time management, meeting deadlines, communication, organization.
- Self-motivated and able to take initiative.
- Flexible and available for overtime as needed.
- Ability to work remotely (via Zoom and/or other virtual platforms).

Personal Characteristics

- Possesses a deep and abiding love for Christ and the people of God.
- Committed to supporting the mission, vision and purpose of 1Life.
- Self-starter, able to work independently and prioritize multiple tasks and projects.
- Strong relational skills: able to interact in a positive interpersonal and professional manner.

We thank you for your application; however, only successful applicants will be contacted. Interviews will be conducted virtually via zoom.

For information about 1Life see: [1Life Spotlight](#)

Application Deadline: May 1, 2021

Potential start date: May 6, 2021

Send application to: office@crc1life.ca