

Job Posting: Office Administrator

Organization: Gateway Foursquare Church

Location: 403 5th Ave, Campbell River, BC

Position Type: Part-Time (8–12 hours per week, split across Tuesday, Wednesday, and Thursday, ideally in the afternoons)

Reports To: Daniel Kendrick, Lead Pastor

Compensation: Salary to be discussed based upon experience

Position Purpose

The Administrative Assistant provides vital administrative support to the pastoral staff and key volunteers at Gateway. As the central hub of office communication and operations, this role ensures the church runs smoothly, efficiently, and welcomingly, helping us fulfill our ministry goals.

Key Responsibilities

- **Communication & Front Desk:** Serve as the primary point of contact for phone, email, and in-person front desk inquiries, providing a warm and helpful presence.
- **Digital Media Oversight:** Maintain and update the church website and oversee Gateway's social media platforms to ensure clear, engaging community outreach.
- **Financial Administration:** Handle basic financial responsibilities and record-keeping as directed.
- **Office & Security Management:** Manage daily general office duties, maintain organizational systems, and provide oversight for building security protocols.
- **Ministry Support:** Offer administrative assistance to staff and necessary volunteers to support ongoing church programs and events.

Qualifications & Requirements

- **Spiritual Maturity:** A committed Christian who exhibits high spiritual maturity, alignment with Gateway's mission, and the utmost personal integrity and responsibility.
- **Communication Skills:** Exceptionally gifted in both oral and written communication, with a friendly and professional demeanor.
- **Technical Proficiency:** Strong familiarity with Google Drive and general office software is required.
- **Media Experience (Preferred):** Prior experience in web design/maintenance and social media management is highly valued.

- **Soft Skills:** Highly organized, dependable, self-motivated, and fully prepared to thrive in a collaborative, team-oriented ministry environment.

Application Process

Interested candidates should submit a resume and a tailored cover letter directly to Pastor Daniel Kendrick via email at daniel@gatewayfoursquare.ca.

Your application must include three references:

- Two (2) professional/work-related references
- One (1) personal reference

Application Deadline: Friday, June 15, 2026, at 5:00 p.m.

Gateway thanks all applicants for their interest; however, only those selected for an interview will be contacted.