



**Job Titles: Ministry Support Administrator; Communications Coordinator**

*Mennonite Church British Columbia is a regional church network searching for a Ministry Support Administrator and Communications Coordinator. The Ministry Support role is slated a ~ .75 FTE. The Communication Coordinator at ~.25 depending upon applicants, needs, and qualifications this may be combined into 1 FTE. Please go to [MCBC.ca](http://MCBC.ca) to learn more about how our ministry is centred on Jesus and accomplished by congregations.*

**--Ministry Support Administrator (.75)**

**Overview of role content:** You will manage core admin and support tasks of the Regional Church office in coordination with the Executive Minister, other staff, sub-contractors, and key volunteer leaders. MCBC is small regional network of Mennonite/Anabaptist Congregations. The regional office resources the shared vision and ministries of these churches.

This role includes: General Office Duties, Official Recordkeeping, Regional Staff Team Support, Support for Volunteer Leadership, Financial Administration/Oversight, Event Support.

**Character:** You are team player and builder, Christian (affirm Mennonite World Conference 7 Shared Convictions), able to work with a diverse constituency, flexibility. There will be consideration given to candidates from MCBC congregations, but this is a desire, not a requirement.

**Craft:** You are experienced in non-profit spiritual/religious organization (volunteer, PT, or FT). You can use phone systems, proficient with Microsoft Suite programs, QuickBooks or sage (basic understanding to work with Bookkeeper), in-house CRM, able to learn and adapt as role needs change.

**--Communications Coordinator (.25)**

**Overview of role content:** You will develop and execute a consistent communications strategy that seeks out relevant information and stories and then distributes through varied communication channels. This role interfaces with the other MCBC staff members for outward communications. There are weekly (or more), monthly, and annual events, stories, and information to be promoted and communicated to in-house constituencies and public audience. Also assisting with design work or sub-contract as needed.

**Character:** You are a team player, Christian (affirm *Mennonite World Conference Seven Shared Convictions*), able to be motivated consistently on a tight schedule, able to work with a diverse constituency, flexibility. Ideal candidate is a member or adherent in an MCBC congregation.

**Craft:** You are experienced in non-profit spiritual/religious organization is required (volunteer, PT, or FT). You are able to use proficiently Microsoft Suite programs, Mailchimp, learn in-house CRM, Adobe programs and or retail (eg Canva) software to produce graphical (image and print) content. You can manage social media accounts. Basic video skills are a bonus, but not required.

**Accountability**

Is directly responsible to the Executive Minister for the day-to-day responsibilities. Probationary and ongoing reviews will be conducted by the Executive Minister (or alternatively if unable or role is open, the MCBC Executive or a task group/committee they appoint).

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**Term/Remuneration**

- The Ministry Support and Communication positions will be hired for an initial year probationary period.
- After a satisfactory performance evaluation at the end of the probationary period (with two in-period reviews minimum), the term will be ongoing predicated on satisfactory on-going performance and annual reviews.
- Either party may terminate employment with a minimum of two-month written notice.
- Salaried two PT positions. Salary range based on 1FTE is: \$49,000 to \$58,000 plus benefits (.75 Admin role: ~32 hours/week for 27 hours a week of regular office time and an average of approximately five hours a week that are used at peak times and event support throughout the year. .25 Communications role: ~10 hours/week).

- Starting salary and Benefits will be dependent on experience and will be reviewed as part of the annual evaluation process.

How to apply. Please send your resume and a short introduction to: [shelboese@mbbc.ca](mailto:shelboese@mbbc.ca) with the Subject line: Staff Application