



Operations/Administration Associate – SW Campus

20 hours per week

First Alliance Church is a large, multi-cultural, multi-campus church (3500/weekend) with a passion for building lives that honour God. There is a long legacy of seeing people compelled by the life changing news of Jesus and propelled forward on mission – around the corner and around the world. We long to see Calgary and beyond transformed by Jesus. We dream of seeing our people connected to God and each other, growing in their faith, serving others, and sharing the difference Jesus makes!

Role Specifics

- Cast vision, recruit and lead the set up & tear down teams for the SW campus including training and scheduling
- Assist with EMS bookings for all requested and approved events at the SW Campus
- Oversee and maintain all furniture and equipment pertaining to all areas of the SW Campus including a yearly budget and repair and replacement plan
- Order and maintain inventory for all supplies at the SW Campus
- Coordinate rental times, access and maintenance to Glenmore Christian Academy with their team.
- Work with Facilities Team and Environments Team to ensure consistency between Deerfoot Campus and SW Campus
- Ensure weekly transport of supplies to and from the SW Campus including offering and attendance
- Maintain staff and volunteer scheduling
- Assist Campus Pastor in communication between ministries on a weekly basis
- Other administrative duties as required

All Staff

- Work with SW Campus Pastor to develop annual ministry goals, plans, strategies and event calendars for individual ministry areas
- Guide the effective implementation of ministry plans
- Ensure maintenance of accurate statistical records for ministry area activity
- Evaluate effectiveness of programming in ministry areas
- Ownership of staff covenant
- Participate in all staff meetings, retreats, training and global events
- Maintain a lifestyle consistent with biblical standards for Christian behaviour
- Attend FAC weekend worship services as laid out in the current staff policy
- Participate in the development of Next Gen leaders at every opportunity

Qualifications and Experiences:

- Must be available to work on weekends
- Must be a good physical health to push, pull and carry items
- Must have prior office administrative experience
- Ministry experience is helpful
- Good interpersonal and communication skills
- Strong organizational skills
- Proficient in MS Office



- Flexible approach to changing priorities and duties
- Comfortable working in both indoor and outdoor settings

Philosophy of Ministry of First Alliance Church

TEAM MINISTRY

The foundation for effective ministry is given in 1 Peter 5:5-14. This text outlines four responsibilities for ministry staff:

- Ministry:** Shepherd those who are under your care. Your relationship and commitment to people is your primary responsibility.
- Management:** Serve as an overseer. Your relationship and commitment to people is your primary responsibility.
- Modeling:** Be an example to those under your care and your credibility. Model a commitment to the vision, values and mission of First Alliance Church. Support the church as a participating member.
- Motive:** Not greedy or motivated from compulsion, eager to serve with the right attitude and for the right reasons.

FIRST ALLIANCE CHURCH OBJECTIVES

Ministry staff is committed to **building lives that honour God**. To accomplish this purpose, ministry activities are focused on our five biblically-based life commitments aimed to build lives that:

- HONOUR:** We will create environments where personal and corporate expressions of devotion to Christ are natural and normal.
- CONNECT:** We will create environments where connection to Christ and His body are natural, intentional and authentic.
- GROW:** We will create contagious environments where growing into Christ-likeness is natural, normal and expected.
- SERVE:** We will create environments and provide opportunities for each person to discover and use their God-given abilities for His glory.
- SHARE:** We will create environments and provide opportunities where sharing the love of Christ is natural and normal both locally and around the world. We will willingly share our resources, experiences and giftedness to train and encourage people whose intent is sharing the love of God.

Application Process

Submit a cover letter and resume by email to:

Cathie Hall

Executive Assistant, First Alliance Church, Calgary, AB

Email: chall@faccalgary.com

This posting will remain open until a suitable candidate is found. You will only be contacted if we wish to proceed with an interview process.