



Operations/Guest Experience Associate – SW Campus

Contract: 17.5 hours/week (16 weeks)

First Alliance Church (FAC) is looking for an Operations/Guest Experience Associate to help at our SW Campus. The associate will work closely with our SW Campus Pastor to recruit and lead the set up & tear down teams and the guest services team for the SW Campus, including training and scheduling.

This position is open to an individual who is passionate about Jesus and building into the church and who would value a diverse and challenging opportunity to learn and contribute collaboratively in a creative, purposeful environment. This position offers flexible hours during the week; however the applicant must be available to work on Sunday mornings.

Role Specifics

- Cast vision, recruit and lead the set up & tear down team and guest services team for the SW campus including training and scheduling
- Assist with EMS bookings for all requested and approved events at the SW Campus
- Work with Facilities Team and Environments Team to ensure consistency between Deerfoot Campus and SW Campus
- Assist Campus Pastor in communication between ministries on a weekly basis
- Other administrative duties as required

Qualifications and Experiences

- Must be available to work on weekends (Sunday)
- 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
- Under 30 years of age

Application process

Please submit a cover letter and resume by email to Jeff Marshall jmarshall@facalgary.com

This position is partially funded by the Canada Summer Jobs program.