



## JOB POSTING

**Position:** *Office & Events Support Intern ~ term position*  
**Term:** to August 2021 (*may extend to November if candidate available*)  
**Posting Closes:** Wednesday, June 15, 2021

Lambrick Park Church is seeking a friendly, organized person to join our office team for a term position. We are looking for someone who wholeheartedly supports the church, and Lambrick's vision, mission, and Statement of Faith (available [on our website](#)).

**This role primarily includes these areas:**

- Coordination and support of events and rentals
- Support staff with creating and posting weekly online services and events
- Support smooth operations of the office and the facility.

**This person will:**

- Provide a friendly and helpful presence to staff, volunteers, and the public.
- Be personable, flexible, and clear while working with a variety of people.
- Be organized, proactive and efficient in managing detail and helping the office run smoothly.
- Assist staff with the process of creating and posting weekly online services and events.
- Assist to coordinate facility events and rentals (in-person and online events)
  - Events scheduling, registrations and preparation
  - Rental bookings and support
  - Facility information, tours and security
  - Coordination of staff and janitorial support
- Assist with office duties as required, including maintenance of office inventory, databases, equipment, and facility needs.
- Remain informed about provincial Covid-19 guidelines and help develop and carry out sanitization policies
- Respond to inquiries made by phone, email or in person
- Be adaptable with various programs and platforms such as Microsoft Suite, Planning Centre, Canva, YouTube, (Experience in these programs is an asset, but not required.)
- Help with other relevant duties as required.

Part of this role will involve working with our Community Catalyst, who works remotely and is responsible for communications and media.

This role will report to the Administrative Director, and will average 18-22 hours a week, with a starting wage of \$16, based on skill set and experience.

Please respond with your resume, either by email to [treace@lambrick.com](mailto:treace@lambrick.com) or by mail to the address noted, Attention: Treace Alton. The posting remains open until Wednesday June 15 or until the position is filled.