



# ellerslie

## **Office Administrator**

*Full-time opportunity*

[Ellerslie Road Baptist Church](#), a multicultural, transgenerational church of 1,400 attenders in northern Alberta is searching for a full-time Office Administrator.

**Ellerslie** is a church with a rich heritage and a bright future. The church leadership is aligned in its vision to make disciples who love God, love people, and serve the world, “Bringing Jesus into Life” in southwest Edmonton and beyond. Since its founding 70 years ago, the church has grown from a small fellowship of believers to a “big steeple” church that is active in church planting and international and local cross-cultural mission, and is a leader in its denomination, the Baptist General Conference of Canada. The church conducts worship services in English and Mandarin, and houses a culturally Filipino service by a sister congregation.

Blessed with stable finances, Ellerslie now is planning for the next chapter in its history.

The **Office Administrator** (OA) will provide administrative support to the ministries at Ellerslie. The OA will manage the flow of work processed by the office staff team, including, but not limited to, publications, building scheduling, and official church documentation. Working in a collegial environment with the church’s professional staff, the OA will develop strategic supports that seek the growth of engagement within the ministry of Ellerslie Road Baptist Church.

**We are searching for** a candidate with office administrative experience and some formal training who has demonstrated several years of development and oversight in full-time office environment. The successful candidate must be able to work with a diverse staff and volunteers in a wide range of settings. Experience and knowledge in office computer applications and other office automation technology is necessary.

**Edmonton** is the capital of Alberta, Canada. The city is a growing, progressive community with a stable, healthy economy, good schools, excellent healthcare facilities, several post-secondary institutions, and varied recreational opportunities. Edmonton is surprisingly multicultural and has a vibrant arts scene. Edmonton International Airport is a major regional transportation hub and is serviced by several North American and international airlines. Housing is affordable, as compared with other growing Canadian cities.

**For more information** on this opportunity and its requirements, please forward your résumé and cover letter to [edo@erbc.ca](mailto:edo@erbc.ca). The church will accept applications until a suitable candidate is found.