



Staff Position Profile

Job Title: Facility & Office Manager	Supervisor: JRCC Lead Pastor
Revision Date: As at Sept 26, 2018	Hours of Work: 30 hours per week

Position Overview

The Facility & Office Manager is responsible to oversee the work of the JRCC church office and the 64th Ave site as a whole while carrying out specifically assigned responsibilities in three core services: finance, general administration, and event management. Our new facility will require this person to be competent in tenant property management & some event sales & marketing for external rental groups.

Job Functions

- Financial Management - to process donations and prepare regular financial reports and handle other CRA-related compliance matters (charitable receipts, accounts payable, payroll, etc.)
- Facility Management - To provide excellence in customer service to our core tenants (Childcare Centre, Offices, Commercial Kitchen renters) in the form of proficient property management.
- Office Management - to handle general inquiries via e-mail, mail, phone and walk-ins
- Event Management - To oversee the calendar of the facility with a view to the success of all groups and a priority to the ministry needs of Jericho Ridge.
- Data Management - To take responsibility for the JRCC database of member and adherent information and keep JRCC in compliance with Privacy Laws as they relate to office functions

Job Requirements

- The professionalism & warmth commensurate with the tone and mission of the church office
- A mix of business-savvy and tenant-focused customer service (an outgoing, “can-do” attitude)
- The ability to design, deploy & adjust systems that will lead to financial success for the facility
- An ability to maintain the highest levels of confidentiality (assertive, but pleasant)
- A commitment to Christ, to the statement of faith of the Canadian Conference of Mennonite Brethren Churches, and to Jericho Ridge’s Core Values and Core Purpose.

Other Skills/Abilities

- For 2019, this role will have more hours devoted to providing administrative support JRCC’s Facility Team and to be the link between that team and the Construction Site Supervisor.
- The capacity to acquire new skills in a team environment and with a teachable attitude.
- Skills or aptitude in publically-facing sales and customer service (responsive, self-confident).
- A background in property management, while not required, is an asset for a candidate.
- Ability to balance multiple responsibilities and priorities as delegated by the Lead Pastor. They will also take direction from the Chair of the Jericho Faith Society regarding the facility.

Application & Position Information

- If you are interested in the position, please forward your resume (including references) as well as a cover letter describing your background to Pastor Brad Sumner (brads@jerichoridge.com).
- Resumes will be received until Oct 25, 2018 or until such time as the position has been filled.
- The salary for the position is commensurate with both experience and education
The position includes extended benefits.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the church. The terms of employment are a 90-day probationary period and an annual performance review of the position (i.e. - compensation, hours required for the position, etc.).