



About Us

OUR VISION

At St. Albert Alliance we are all about living together as apprentices of Jesus in the now-available Kingdom of God. We take seriously the practical experience of being an apprentice of Jesus and seek to be a community of people who live like Jesus, engaging in a lifestyle that reflects his day-to-day priorities.

OUR STAFF

As staff at St. Albert Alliance, our purpose is to equip people to live out their apprenticeship journey with Jesus as stated above. We believe that "how" we carry out our work is as important as the work itself. Our expectation would be that all team members make every effort to be clear, direct and respectful, while exhibiting a hospitable and gracious manner in all of our interactions with each other, our church family and all that we serve in St. Albert.

OUR PURPOSE

"What if an entire community of people sought to become wholehearted apprentices of Jesus? What if it was normal to take our lead from Jesus in every area of life, to engage in the kinds of practices he engaged in? At St. Albert Alliance, we believe Jesus is inviting us to find out..."

Jeremy Peters – Lead Pastor

Facility Coordinator & Revenue Assistant

Competition number: 2019-01

Closing date: until suitable candidate is found

Job type: Part Time – 18 - 20 hours per week

Department: Operations

The Opportunity

Reporting to the Director of Operations, the Facility Coordinator & Revenue Assistant coordinates all users of our facility and assists the Finance Department with church revenues.

To be successful in this role applicants must have well developed communication skills and be able to manage time sensitive priorities in both people and system focused platforms. Attention to detail and a willingness to collaborate with multiple stakeholders within a defined framework is essential.

Job Responsibilities:

- Coordinate requirements and follow up for all facility users including staff, ministry and community groups.
- Prepare and communicate Facility Agreements and Checklists.
- Obtain Certificates of Insurance and Liability Waivers where required.
- Coordinate schedule for custodial and set up & tear down staff.
- Supervise weekend donation count, take deposits to the bank, etc.
- Provide support/coverage for other Operations functions, including the occasional set up and tear down.
- Attend weekly Facility Team meetings and staff meetings as required.
- Other duties as required.

Qualifications:

- High School Diploma (communication or computer courses would be an asset).
- Experience in an office environment.
- Five years of experience in a coordination role is desirable.
- High level of knowledge and practical application of computers and associated technology including Microsoft Office 365.
- Strong interpersonal communication skills.
- Previous experience with Planning Center Online would be an asset.
- Some technical knowledge required (projectors, sound booth, etc.).
- Must have the ability to safely lift objects weighing up to 20 lbs.

Hours of Work

This position will work up to 20 hours per week, with occasional evenings and weekends.

How to Apply

Qualified applicants are invited to submit their cover letter and resume quoting the competition number to Gladys Lewis, Director of Operations via email to jobpostings@staalliance.org

This competition will be recruited to and interviewed for on an ongoing basis as qualified candidates apply.