

Job posting for Toronto Christian Community Church

Administrative Manager (Full-time Position, 37.5 hours a week)

Position Description

The administrative manager is responsible for property management, facility management, office and hardware systems supporting the church. Candidates for the position will have demonstrated strong performance in management of assets and people, with experience and knowledge in not-for-profit/charitable sector. The successful candidate will make analysis and recommendation on the ongoing administrative needs of the church, with a focus on fostering relationships with pastoral staff and the general management (GM) committee.

The position reports to the church's Administrative Pastor.

Primary responsibilities

Property Management

- Manage the maintenance and upkeep of church facilities, including building repairs and improvements, by overseeing the regular maintenance of building systems and working closely with GM committee on overall property maintenance and improvement matters
- Manage internal capital projects, and collaborate with external contractors and vendors for facility-related projects, obtaining quotes and supervising their work
- Ensure compliance with safety regulations and government regulatory requirements on building/facility provisions, and implement emergency preparedness plans
- Work with ministry leaders to provide necessary support to staff and ministry volunteers on the use of office, church equipment, and church facilities, providing training where necessary
- Maintain adequate levels of property insurance and process any claims or information requirements

Facilities Management

- Manage facilities usage, event coordination, and rentals between internal and external needs
- Manage church parking facilities and implement efficient parking management systems and policies
- Set workplace health & safety policy and guidelines and ensure adherence to these guidelines
- Supervise the building custodians for in-house minor repairs and janitorial contractor for general cleanliness and disinfection as required and advised by internal health team and external governing bodies

Office and Hardware Systems Management

- Procure office and ministry supplies, equipment, and maintenance needs, including service and utility contracts
- Supervise others in the overseeing of the church's information technology infrastructure, AVL, communications and security systems and protocols

And other duties as assigned by your supervisor, Senior Pastor or GM committee.

Education, Experience, Skills and Abilities and Personal Characteristics

Education

- Property management certificate or equivalent

Personal Characteristics

- A firm commitment to the vision and mission of Toronto Christian Community Church
- Passionate in supporting the church in its ministries and fostering positive relationships with the church community and public on behalf of the church
- Strong values with a growth mindset and energetic attitude
- Entrepreneurial instincts and a desire to "get the job done"
- Self-motivated, willing to take responsibility for actions and work
- Speaking English, Cantonese and Mandarin is an asset

Interested candidates are asked to submit a detailed resume outlining their qualifications and experience to:

Human Resources
Toronto Christian Community Church
100 Acadia Ave, Markham, L3R 5A2
Email: rayl@tccc.ca
Webpage: tccc.ca

Deadline for applications: January 5, 2024

We thank all applicants, however, only those considered for an interview will be contacted.