



BRUNSWICK STREET BAPTIST CHURCH

Experience the Love of Jesus. Live it Out Everywhere.

161 York Street
Fredericton, NB E3B 3N8

(506) 458-8348

bsbc@bsbc.nb.ca

thetreetonline.ca



Administrative and Social Media Assistant Opportunity

Brunswick Street Baptist Church (BSBC) is looking for a part-time **Administrative and Social Media Assistant** to assist our Pastoral and Office Staff and reporting to our Board of Management.

KEY OBJECTIVE

To glorify God by providing administrative and practical support for the pastoral and office staff and BSBC ministries; managing social media and electronic communications, assisting in managing the Church office; and assisting the Board of Management and the Board of Deacons.

MAIN FUNCTIONS/ACTIVITIES

1. Managing BSBC's social media presence on Facebook, You-Tube, and BSBC's website by:
 - a. Developing and Updating the Church Website (www.thetreetonline.ca)
 - b. Managing the Posting of Live-Stream and/or Pre-Recorded Services
 - c. Managing and Developing Content for the Church's Facebook and Instagram Accounts
 - d. Producing, Editing, Posting and Emailing the Weekly E-Newsletter (i.e., The Banner)
2. Assisting with the production of information to be distributed to the congregation
3. Producing slides for the Sunday Worship Services in the Gym and Sanctuary
4. Scheduling Volunteers for Sunday Services for Sound, Slides, and Video Camera
5. Providing Administrative Support for the Pastoral Staff and Church Ministries
6. Maintaining Church Membership and Mailing Lists
7. Assisting Office Staff in Receiving and Relaying all Guests, Telephone Calls and Messages As Required
8. Assisting Office Staff with Parking Registration, Room Booking, Filing, Mailing, Equipment Servicing, Supply Stocking, and Other Related Duties As Required
9. Attending Weekly Full Staff Meetings to be Appraised of Upcoming Ministries and Special Requests As Required

TECHNICAL SKILLS AND ASSETS

Knowledge and demonstrated experience in the following are essential:

- Strong organizational and time management skills
- Strong computer skills (MS Office)
- Excellent interpersonal skills



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- Ability to work autonomously and cooperatively within a small team environment.
- Experience with large-scale email communication tools (Mail Chimp)
- Experience with social media management, content creation and web content management (WordPress, Squarespace)
- Experience working in a church or charitable organization.

QUALIFICATIONS

- Post-secondary diploma in Project Management, Office Administration, Office Management, Business Administration or a related field or an equivalent combination of training and experience
- At least 5 years relevant experience and demonstrated success in an administrative role
- Excellent oral and written communications skills in English is a requirement

ACCOUNTABILITY

The Administrative and Social Media Assistant is accountable for his/her performance to the Board of Management. A monthly summary report of activities may be required for the monthly meeting of the Board of Management.

WORKSPACE LOCATION

The Administrative and Social Media Assistant's primary workspace is the BSBC office, 161 York Street, Fredericton, NB E3B 3N8.

REMUNERATION

This is a part-time position for 20 hours per week, Monday to Friday inclusive. Remuneration for this position is \$17.50 to \$19.00 per hour dependant on experience. Two weeks paid vacation is to be coordinated with the Chair of the Board of Management.

SUBMIT AN APPLICATION

To apply for this position, please email a cover letter explaining why you are interested in working at BSBC and how your education and experience ensures that you are the perfect candidate for the position of Administrative and Social Media Assistant, along with your resume, to Kellie Brown at receptionist@bsbc.nb.ca.

The deadline for application is **4:00 pm on Monday, May 13, 2024**. Only those candidates selected for an interview will be contacted. Thank you for application.