



**SYMONS VALLEY UNITED CHURCH**  
**38 Kincora Rise NW Calgary, AB T3R 0A3**  
**403.274.2361**

### **Symons Valley United Church Job Posting (January 9, 2023)**

**Job Title:** Facility Administrator

Are you a detail focused people person looking for new opportunities? Symons Valley United Church is recruiting for a part-time Facility Administrator.

This position requires building management and maintaining client relationships to ensure that our church stays at the centre of our community.

The role requires:

- Coordination of building maintenance
- Booking of building space for internal and external use
- Bookkeeping and contract management
- Building monitoring of large events and coordination of volunteers
- Working in team with the property management committee, Treasurer and church staff

The role is 20 to 25 hours per week, and paid on actual hours worked and reported monthly. 2 blocks of at least 4 hours of predictable office hours, attendance of staff meetings (held on Tuesdays or Thursdays), and some weekend availability.

#### **Skills Required:**

- Aptitude for property management, maintenance coordination
- Superior communication skills, and well organized
- Experience with contract management
- Finance, accounting, or bookkeeping experience is an asset
- Knowledge of Microsoft Word, Excel, and Outlook

**Posting Closes January 23, 2023**

Position available immediately

Learn more about Symons Valley United Church at 38 Kincora Rise NW, Calgary by visiting our website [www.symonsvalleyuc.com](http://www.symonsvalleyuc.com)

Resume and cover letter should be sent by email to [Essie@symonsvalleyuc.com](mailto:Essie@symonsvalleyuc.com) with the title “Facility Administrator application”.

Symons Valley United Church is a growing, enthusiastic, and affirming congregation, that loves to learn, laugh and play in the discovery of our faith together. We are a community of faith made up of people of all sorts who do their best to follow in the way that Jesus taught. Our core values include being inclusive, open and welcoming ~ everyone has a place ~ and we do mean EVERYONE! We cherish all age groups, especially Children and Youth. Symons Valley United has been in North Calgary for three decades with an active membership approaching 150 with plans to grow to 250, by meeting the spiritual needs of the community.