

Ministry and Program Support Coordinator

Hours	30 hours per week — (Sunday – Thursday)
Employment status	Permanent, regular part-time
Location	Highlands United Church, North Vancouver, BC
Posting date	July 2026

About Highlands United Church

Highlands United Church is a vibrant, growing congregation in North Vancouver, BC. We are a welcoming, affirming, and active faith community committed to worship, formation, outreach, and service. We run a busy ministry hub, a significant building rental program, and a thrift store social enterprise — all of which depend on a capable, well-organized administrative team. We are in the process of building that team deliberately and professionally, and we are looking for people who want to help us do that well.

About This Role

The Ministry and Program Support Coordinator is the backbone of Highlands United Church's internal ministry life. This position will own the intake, coordination, scheduling, and follow-through that makes ministry logistics work. You will not be leading the ministry. You will be making it possible.

This is a new role for Highlands United Church and will evolve over time.

What You Will Do

- Receive and triage ministry and program requests through the Event and Program Request form — the starting point for all supported events.
 - Coordinate logistics for assigned ministry activities, including room requests, communications handoffs, registration coordination, and finance routing.
 - Coordinate worship-support logistics — participant coordination, checklists, seasonal planning, and service readiness.
 - Provide administrative coordination support for memorials, weddings, and other life events.
 - Manage volunteer coordination support for assigned programs — rosters, reminders, coverage gaps
 - Maintain forms, templates, checklists, and planning tools so that recurring programs do not need to be rebuilt each year.
 - Ensure event-readiness for all events in advance.
 - Complete post-event closeout — finance items closed, records updated, follow-up items tracked.
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What We Are Looking For

- 3+ years of intermediate-level office administration experience.
 - Strong technical skills using Microsoft 365 (Word, Excel, PowerPoint), Mailchimp, Canva and Publisher. Experience using SharePoint with saving protocols and cloud-based applications.
 - 2+ years of business or administrative training through a recognized, accredited institution.
 - 2+ years of event or program coordination, ministry administration, or community organization experience.
 - Experience with scheduling, calendar coordination, and administrative support in an organization with many stakeholders.
 - Strong organizational and communication skills – both written and oral.
 - Flexible, hard-working with a can-do attitude.
 - Comfortable managing multiple concurrent priorities in a high-interruption environment.
 - Warm with volunteers and ministry leaders, but able to maintain clear expectations and hold boundaries kindly.
 - Have the self-confidence to work independently, with the self-awareness to seek coaching, support and advice as required.
 - Experience in a church, faith community, or volunteer-heavy nonprofit is a strong asset.
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What Highlands Offers

- A warm, welcoming environment where your true self is celebrated.
- A collaborative team environment.
- The opportunity to help shape and document how things work — not just execute someone else's system.
- Colleagues who are committed to the mission and to treating each other well.
- A faith community with deep goodwill, strong volunteer support, and genuine warmth.
- Direct relationships with ministry leaders across the full range of Highlands' congregational life.

This is an in-person position working Sunday – Thursday. As this is a church setting, staff members can expect to be required to work on religious holidays such as Easter & Christmas Eve.

Rate \$30.00 / hour + full benefit package offered through the United Church of Canada.

How to Apply

Please submit a resume and a brief cover letter to Melissa Wilkin- Operations Manager Careers@highlandsunited.org. In your cover letter, tell us about a time you coordinated something complex with many moving parts and multiple people — and how you kept track of it all. Applications are accepted until position filled.

Highlands United Church welcomes applications from candidates of all backgrounds. We are committed to building a team that reflects the community we serve.