

RockPointe Church

Job Posting



Office Manager

Role Summary



RockPointe Church (RPC) is searching for an Office Manager to join our team in December 2025.

Reporting to the Executive Pastor of Operations and working alongside many of RPC's ministries and teams, the Office Manager will help RPC stay organized, efficient and its staff supported, as we seek to double our reach by 2030.

Teams



There are two teams that this role has critical interaction with:

The Operations Team: Supports ministry at RPC, ensuring that facility, finance, HR, administration and communications are handled strategically and in alignment with RPC's vision & mission.

The Lead Team: Supports the vision and mission of RPC. In conjunction with the Lead Site Pastor, the Lead Team collaboratively discerns, plans, responds, and oversees the execution of the strategy to reach the Ministry Ends as outlined by the Board of Elders.

Role Specifics



Office Management & Administration

Provide organizational support (filing, staff events, staff communication).

Ensure staff areas are organized and inviting.

Oversee the phone & copier systems and contracts, providing staff support and training.

Oversee ordering & purchasing.

Manage the SimplyVoting software platform for membership voting.

Maintain Elder Board minutes & motion database.

Staff Support

Provide basic secretarial duties for staff and ministry leaders (typing, copying, printing, meeting notes, etc).

Prepare documents & draft materials as needed.

Conduct basic research and acquire background materials as needed.

Oversee bookings, registrations, travel arrangements & itineraries.

Executive Assistance

Provide basic support to Lead Team members when required - email, organization & special event/meeting assistance.

First Touch

Provide reception duties - handling frontline community/congregation phone calls and emails.

Qualifications



- A committed disciple of Jesus and able to become a regularly attending Member of RockPointe Church.
- Experience in administrative support and office management.
- Excellent written, verbal, and interpersonal skills.
- Experience with various software such as Google Drive & Planning Center is an asset.
- Ability to manage multiple projects at once and prioritize work.
- Strong organizational and planning skills.
- Criminal Record Check, a valid Alberta Driver's License and access to a reliable vehicle.

Role



- **Hours:** 40hrs/week (1.0 FTE)
- **Term:** Permanent Full Time
- **Benefits:** This role qualifies for the RockPointe Benefits Package & Retiral Fund
- **Supervisor:** Executive Pastor of Operations
- **Work Days:** Monday-Friday
- **Work Location:** Onsite at the RockPointe Bearspaw Site (office provided)

How to Apply



To apply for this position, please submit resume to office@rockpointe.ca. This posting will remain active until a suitable candidate is found.