

Job Description for the Mission Administrator of the B.C. Mission Boat Society



Summary

The Mission Administrator of the B.C. Mission Boat Society (BCMBS) is the face of the office and is responsible for running the day-to-day operations of the mission office.

The B.C. Mission Boat Society is a charitable non-profit listed service organization within Lutheran Church-Canada and has been operating on the coast of B.C. since 1999. Our mission is committed to bring the Good News of our Savior Jesus Christ to the remote First Nations communities along the coast of British Columbia. This is accomplished by training and sending volunteer teams from across Canada into communities throughout the year to offer kids' club, men's and women's bible studies, family game nights, elder breakfasts, and other service events for the people living in the communities it visits.

The Mission Administrator plays a vital role in ensuring these efforts run smoothly, faithfully, and with integrity.

Position: Half-time hourly position (20 hours per week)

Salary: hourly rate negotiable dependent upon experience

Vacation/Time Off: As per B.C. Employment Standards

Office Location: 201 Birch Street, Campbell River B.C.

Reporting Structure: Reports to the Board of Directors and works in conjunction with the Mission Leader and/or the Mission Coordinator.

Roles and Responsibilities

In the Mission Administrator role you will perform various day-to-day tasks in support of the Mission. These tasks often include organizing and filing documents, planning and coordinating events, communicating and implementing office policies, answering phone calls, preparing for month end and completing bank deposits, and greeting First Nations members and guests. This role will work collaboratively with the Mission Leader as there will be overlapping responsibilities.

If the successful candidate has experience in bookkeeping, additional responsibilities and compensation will be negotiated accordingly.

The following describes typical tasks, though other duties may be assigned.

Core Responsibilities

- Maintain and update the donor database; process donations, issue receipts, and support donor care initiatives.
- Support budget tracking and day-to-day financial processes in collaboration with the Financial Director.
- Ensure completion and accuracy of team and volunteer paperwork.
- Maintain organized records, physical and digital, including forms, permissions, mail, and correspondence.
- Assist with preparing written communications (e.g. monthly Ministry Highlights, biannual newsletters, annual report).

- Manage and update social media accounts and coordinate with website editors/creators.

Board and Organizational Support

- Attend board meetings and retreats as requested.
- Prepare and submit written reports (financials, donations, program summaries).
- Support board working groups and contribute to planning and reporting.
- Assist in compiling grant materials and required documentation for the Board.



Requirements

Qualifications

- Strong organizational skills and attention to detail.
- Excellent verbal and written communication skills.
- Ability to manage multiple tasks and prioritize effectively.
- Customer service or public-facing experience is highly valued.
- Alignment with the mission and values of the B.C. Mission Boat Society.
- Willingness to sign and uphold the Statement of Faith.

Technical Skills

- Competency in Microsoft 365 (Word, Excel, PowerPoint, SharePoint).
- Ability to learn or experience with financial software (Sunergo).
- Familiarity with Google Suite (Docs, Sheets, Drive).

Application

To apply for this position, please submit a resume along with two references to board.secretary@bcmissionboat.org.

Applications will be reviewed as they are received, and shortlisted candidates will be contacted to schedule an interview with members of the Board. We thank all applicants for their interest in the B.C. Mission Boat Society; only those selected for an interview will be contacted.