

## Job Description: Operations Coordinator

This is a one-year contract, full-time, Coordinator position.  
Expected annual salary range: \$60,000 - 63,000

### PURPOSE

To assist the Pastoral Team in coordinating all aspects of operations of the KEC ministries.

### RESPONSIBILITIES

The primary areas of responsibility of the Operations Coordinator are threefold: event operations, office operations, and Production Team support:

- **Event operations:** Work with the Staff Team to plan, run, and improve on the operations of KEC events. This includes Saturday worship services, prayer meetings, Oikos meetings, retreats, camps, and training.
  - Participate in the events' programming meetings.
  - Update and print program rundowns.
  - Oversee the set up and tear down of the event venues, including Frasersview Church, KMC, retreat and camp sites etc.
  - Transport ministry team's items between Frasersview Church and KMC.
  - Work with ministry teams and servants in the events.
  - Assist in scheduling Site Team servants to serve.
  - Assist in training servants in the Site Team.
  - Assist in procurement, assembly, and maintenance of equipment.
  - Assist in communicating with the Frasersview's staff team.
  
- **Office operations:** Work with the Staff Team to maintain the operation readiness of the KMC.
  - Maintain equipment readiness, such as printers, network, and electrical equipment etc.
  - Prepare the venue for various events.
  - Communicate with Wireless Building Maintenance.
  - Assist in the staff team's supplies procurement.
  - Assist in setting up filming equipment at the KMC.
  - Assist in office upgrade projects.

- **Production Team support:** Support the Staff Team on production-related tasks
  - Maintain equipment readiness during worship services and events. E.g. at the gym and the Fireside Room.
  - Perform basic diagnosis on audio, presentation, and lighting equipment and software as needed.
  - Operate audio, presentation, and lighting equipment and software as needed.
  - Assist in procurement, set up, and maintenance of production equipment.

## **WORK RELATIONSHIP**

- Executive Team
- Assistant Pastor in Operations
- Music and Production Ministry Director
- Administrative Coordinators

## **TEMPERAMENT/ PERSONALITY**

- Possess spiritual and emotional maturity; desire spiritual growth.
- Willing to submit to the Executive Team.
- Willing to follow the ministry philosophy of the KEC.
- A strong team worker with good communication and conflict resolution skills.
- A learner in church operations and production ministry.
- Highly adaptive. Able to work in a fast-paced environment.
- Attention to detail.
- Receptive to feedback and changes.
- Self-motivated. Possess effective time management and self-organization skills.

## QUALIFICATION

- Minimum 2-3 years of industry experience in operations.
- Possess an undergraduate degree or a post-secondary education.
- Proficiency in Google Office Suite
  - Gmail, Calendar, Drive, Docs, Sheets, Slides, Keep, Form
- Proficiency in Canva is a plus.
- Knowledge in office equipment maintenance is a plus.
- Knowledge in audio, presentation, lighting equipment and software is a plus.
- Fluent in written and spoken English and Cantonese.
- Minimum typing speed at 40 wpm
- Must have a driver's license and a good driving record.
- Must work at the office.
- Must work on Saturdays. Able to work at nights, weekends, and holidays, as needed.

All interested candidates are asked to submit a resume and covering letter indicating how they meet the qualifications of the position to:

KEC Council  
Email: [recruit@koinoniachurch.ca](mailto:recruit@koinoniachurch.ca)

Please quote the job title on the subject line when applying by email.

We thank all applicants for their interest, however, only those selected for an interview will be contacted.