



CAMPUS ADMINISTRATOR

Full-time Position

Deadline for application: August 28, 2026

This is full-time position reporting to the Lead Pastor. The Campus Administrator provides leadership and oversight for the administrative, financial management, and facility functions of The Gate Alliance Church (TGAC) and the Valley Way Non-profit Housing Corporation (VWNPHC). This role supports the mission and ministry of the church by ensuring efficient daily operations, allowing pastors and ministry leaders to focus on spiritual leadership and discipleship. This person will also manage the VWNPHC day-to-day administration to ensure efficiency. The Administrator serves as a key member of the church leadership team, promoting excellence, stewardship, accountability, and hospitality in all administrative functions. Be in agreement with the Mission and Value of TGAC and VWNPHC.

Key Responsibilities:

- Oversee the day-to-day administrative operations of both the TGAC and VWNPHC.
- Develop, implement, and maintain The Gate Church and Valley Way office policies and procedures.
- Plan and/or coordinate church calendars, events, and servant scheduling.
- Oversee facility rentals.
- Maintain church records, membership database, and official documents.
- Ensure compliance with legal, insurance, and regulatory requirements.

Financial Management:

- Oversee The Gate Church and Valley Way bookkeeping and financial record-keeping.
- Prepare annual budgets in collaboration with TGAC and VWNPHC Boards.
- Monitor expenditures and provide regular financial reports.
- Coordinate payroll and benefits administration.
- Manage vendor relationships and approve routine purchases within authorized limits.
- Support annual financial reviews, audits, and communications with C.R.A.

Human Resources:

- Maintain personnel files and employment documentation.
- Coordinate staff benefits, vacations times, leave records, policy compliance, etc.
- Help foster a positive and collaborative work environment.

Office Management:

- Oversee reception, communications, and office supplies.
- Ensure efficient workflow and effective use of office technology.

Communications:

- Assist with church communications, including newsletters, announcements, and correspondence.
- Support website and social media administration as needed.
- Coordinate communication between staff, ministry leaders, and the congregation.
- Coordinate printing, mailings, and church publications.

Leadership Support:

- Attend staff meetings and leadership meetings as requested.
- Prepare reports and administrative documents for TGAC and VWNPHC leadership.
- Assist with strategic planning and organizational development.
- Support special projects and ministry initiatives.

Education:

- Bachelor's degree in Business Administration, Non-profit Management, Human Resources, Accounting, or a related field preferred.
- Equivalent education and experience may be considered.

Experience:

- Three to five years of administrative or operations management experience.
- Experience in a church or nonprofit organization is preferred.

Knowledge and Skills:

- Strong organizational and project management skills.
- Excellent written and verbal communication.
- Financial management and budgeting experience.
- Proficiency with accounting and financial management software (ie, Quickbooks, Sage, etc.)
- Ability to manage multiple priorities with attention to detail.
- Strong interpersonal and leadership skills.

Personal Characteristics: *"Hire for character, train for skill"*

- High level of integrity and discretion when handling confidential information.
- Demonstrate a commitment to the mission and values of the TGAC and VWNPHC.
- Exhibit professionalism, servant leadership, and sound judgment.
- Build positive relationships with staff, volunteers, and congregation members.
- Be self-motivated, dependable, and adaptable.

Working Conditions:

- Full-time salaried position (typically 40 hours per week).
- Occasional evening and weekend work for church events or meetings.
- Office-based with regular interaction with staff, volunteers, and the congregation.
- Extended health-care benefits and an employer-contributed Group RRSP.

Applicant must be in agreement with the Core Values and Statement of Faith of The Gate Alliance Church:

[CORE VALUES > LINK](#)

[STATEMENT OF FAITH > LINK](#)

To Apply, please submit your resume – including your education and relevant experience.

If you are interested in this position, please email your resume to jobs@thegatechurch.ca

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us: thegatechurch.ca

Love God. Love People.



Be Discipled. Disciple Others.