

WHITE ROCK BAPTIST CHURCH

1657 140th St. Surrey, B.C., V4A 4H1

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*WRBC seeks to be a community of hope in Jesus Christ,
worshipping God and growing in faith to impact the world.*

ESL Coordinator (Part-Time) Position Summary: The ESL (English as a Second Language) Coordinator leads and manages the ESL program at White Rock Baptist Church. This ministry seeks to create a welcoming environment that offers hope through Jesus Christ and supports adult English language learners. This part-time position offers the opportunity to collaborate with a supportive team and work closely with the Lead Pastor to help fulfill WRBC's mission of community outreach. The ideal candidate is a committed follower of Jesus Christ with a heart for missions, a passion for relationship-building, and cultural sensitivity.

Key Responsibilities

- Oversee all aspects of the ESL program, ensuring quality instruction and alignment with WRBC's mission.
- Plan, attend, and lead ESL events and activities.
- Foster a welcoming, inclusive environment for participants from diverse backgrounds.
- Build meaningful relationships within the ESL community.
- Recruit, train, and support teachers, interpreters, and volunteers; maintain up-to-date contact lists.
- Oversee student registration, including processing payments and maintaining records.
- Collaborate with church staff and volunteers to ensure smooth operations.
- Administer the ESL budget responsibly.
- Report to the Lead Pastor in collaboration with the Board of Directors.

Qualifications & Skills

- Committed Christian with a strong personal faith and passion for mission and outreach.
- Warm, approachable, and respectful of diverse cultures and faith backgrounds.
- Strong communication, leadership, and organizational skills.
- Flexible, solution-oriented, and able to manage multiple tasks efficiently.
- Comfortable using basic computer applications.
- Team-oriented with prior ESL experience (asset, not required).
- Openness to learning about other cultures; bilingualism not required.

Requirements

- High school diploma or equivalent.
- Legal eligibility to work in Canada.
- Adherence to WRBC's Christian Lifestyle Guidelines.
- Lead and attend all ESL-related functions in-person.
- Availability of up to 8 hours per week, with a flexible schedule.

Compensation

- \$25/hour (up to 8 hours per week) unless agreed upon by supervisor during Fall, Winter and Spring Terms

How to Apply: If you are passionate about serving others and sharing Christ's love through language and community, please email your resume to awlwyn@wrbc.ca with the subject line: **"Application for ESL Coordinator"** by **August 15, 2025**.