



Receptionist and Administrative Assistant

White Rock Baptist Church is seeking a welcoming, organized, and servant-hearted Reception and Administrative Assistant to support the mission and ministry of the church through faithful, day-to-day service. This role offers an opportunity to help create a warm and caring first point of connection for congregants, visitors, vendors, volunteers, and community members, while also supporting staff, worship preparation, and ministry activities behind the scenes. The ideal candidate will bring professionalism, compassion, flexibility, and a genuine desire to serve others in a Christ-centred church environment.

Key Duties

- Offer a warm and helpful welcome to congregants, visitors, volunteers, vendors and community members through phone, email, and in-person communication.
- Provide dependable administrative support for the church office through document preparation, scheduling, organization, and care for office systems.
- Assist in preparing materials and practical support for worship services, ministry programs, and church events.
- Support pastors, staff, and ministry leaders through clear communication, practical service, and attention to administrative details.
- Handle information with discretion, exercise sound judgment, and contribute to a welcoming, orderly, and ministry-focused church environment.

Qualifications

- Experience in reception, administration, office support, or another service-focused role.
- Strong interpersonal, communication, and organizational skills, with a gracious and welcoming manner.
- Proficiency with Microsoft 365, Google Workspace, and standard office technology.
- Ability to work both independently and collaboratively in a staff and volunteer-based ministry setting.
- A dependable, flexible, and servant-hearted approach to supporting the work and ministry of the church.
- Professionalism, discretion, and the ability to handle sensitive information with wisdom and care.

Additional employment details will be shared as the position is finalized.

How to Apply

If you are interested in using your skills to support the ministry of White Rock Baptist Church, we invite you to submit a resume and a brief cover letter outlining your relevant experience and interest in the position to hannah@wrbc.ca. Applications will be reviewed as they are received. Only candidates selected for further consideration will be contacted.

Know Jesus. Grow as His disciples. Share His Love.

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