



Weekend Experience Coordinator

20 hours per week

Southview Church is a large, multi-ethnic, multi-generational church (1400/weekend) located in Calgary's deep south. Southview has a passion to lead people to know and follow Jesus. There is a long legacy of seeing people transformed by the life changing news of Jesus and propelled forward on mission – both locally and globally. We are passionate about making disciples in our church, in our community, and around the world. We dream of seeing our people living in unity with one another, growing in their faith, serving & caring for others, and telling the story of who Jesus is wherever God has uniquely positioned them.

We are looking for someone who cares about their work and strives for more each day. If you are someone who approaches work with a passion for ministry, curiosity, and the courage to innovate, then this Weekend Coordinator role is for you. Reporting to the Pastor of Worship & Arts, it will be your responsibility to create welcoming environments where guests are comfortable, cared for, and ultimately discover the best next step in a relationship with Jesus Christ through clear and strategic communication, both visibly and audibly.

What you get to do:

- Cast vision in Guest Services that builds a culture that is welcoming, informing, and serving each guest for weekend services.
- Recruit, train and empower volunteers for Guest Services which includes Cardo Café, Newcomers & Info Desks, Ushers, Greeters, and Communion.
- Recruit, oversee, and equip set design team.
- Oversee signage, parking, and volunteers for special events (Easter, Christmas Eve, etc)
- Develop and maintain communication with other ministry team leaders to ensure a seamless experience for our guests.
- Responsible for all Guest Services calendar and bookings
- Administrative and organizational support to the weekend experience ministry
- Network with the Guest Services staff from other churches.

Who you are:

- A love for people and a desire to see them step into a closer relationship with Christ.
- Experience in administrative work in a church environment is a bonus, but not essential.
- Experienced in handling sensitive and confidential information as well as a full understanding and respect for the treatment of these matters and act accordingly.
- Have an understanding and ability to learn new software and operating systems.
- Excellent communication skills, with a friendly and positive attitude.
- Strong organizational skills with good time management.
- Strategic in your planning by anticipating the needs ahead.
- Takes initiative to complete tasks with minimal supervision and direction.
- A team player who can jump in to help where needed.

This is a permanent part-time position with 20 hours per week working Wednesday and weekends and one other flex day for volunteer recruitment. Please submit your resumé and cover letter to [Michele Black – Executive Assistant](#).

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.