

Administration and Communications Coordinator The Lazarus Centre



Learning to lead like Jesus.

About Northwest

At Northwest College & Seminary, we understand the needs and dynamics of learning to serve skilfully in today's culture. Operating since 1934, our unique in-context programs are holistic, integrating mentored development and demonstration of knowledge, skill, and character competencies critical to success in ministry.

The Northwest community is made up of a diverse and caring group of people - faculty, staff, students, alumni, churches, agencies and donors. Our vibrant and nimble team of almost 30 staff and faculty offer an innovative, friendly, and supportive work environment committed to serving a diverse and multi-cultural church. Find out [more about us](#).

About The Lazarus Centre

The Lazarus Centre (TLC) exists to equip churches, empower individuals with dis/abilities, engage champions, and encourage families to cultivate a Church that reflects the fullness of the Kingdom of God through radical belonging and shared ministry. TLC responds to a persistent gap within Canadian churches: while many affirm inclusion theologically, few are equipped to practice meaningful, accessible discipleship and leadership with and for people of all dis/abilities. As a hosted agency of Northwest College and Seminary, Lazarus Centre employees are also employees of Northwest.

The Opportunity

Posting Number: 51

Posting Date:

Application Deadline:

Position Status: Part-time

Hours/Week: 9 hrs

Remote Work: Yes

Reporting to the Executive Director of The Lazarus Centre, the Administration and Communications Coordinator provides essential administrative, logistical, and communications support to The Lazarus Centre. Reporting to the Executive Director, this role helps organize, coordinate, and execute TLC events; maintains accurate data and records; and supports communications efforts including newsletters and social media. This is a part-time (0.25 FTE) position well suited to a detail-oriented, self-directed individual who can manage multiple priorities with limited supervision.

What you'll be doing

Your work life will include:

Event Coordination

- Support the planning, organization, and execution of TLC events, including donor events, conferences, and program-related gatherings
- Coordinate event logistics such as venue and vendor communication, registration, scheduling, and materials preparation
- Track event timelines and task lists, and follow up with the Executive Director and volunteers/committee members on outstanding items
- Assist with on-site event support as needed, including setup, registration, and troubleshooting
- Compile post-event summaries, attendance data, and feedback for the Executive Director

Data Management

- Maintain accurate and up-to-date records of donors, supporters, students, and contacts in TLC's database/CRM
- Enter, update, and audit data to ensure consistency and integrity across systems
- Generate basic reports and lists (e.g., donor segments, event registrants, mailing lists) as requested by the Executive Director
- Support gift acknowledgment and record-keeping processes in coordination with the Executive Director

- Maintain confidentiality of donor, family, and organizational information

Communications

- Draft, design, and distribute regular email newsletters to donors, supporters, and stakeholders
- Create and schedule content for TLC's social media platforms in alignment with the organization's voice and mission
- Help maintain and update website content as needed
- Support the development of promotional and communication materials for events and campaigns
- Track basic engagement metrics (e.g., open rates, social media engagement) and share observations with the Executive Director

General Administrative Support

- Provide day-to-day administrative support to the Executive Director as capacity allows
- Assist with scheduling, correspondence, and file organization
- Support other duties as assigned, consistent with the scope of a 0.25 FTE role

Compensation

The salary range is \$14,500 to \$15,500 per year, based on 9 hours of work per week. Salary will reflect level of experience.

Benefits & Perks

- 3 weeks' vacation
- Christmas holiday shutdown

About You

You are a committed follower of Jesus and are kind, caring and compassionate. You have the following:

- A heart for seeing persons of all dis/abilities thrive within the local church
- Strong organizational skills and attention to detail, with the ability to manage multiple tasks independently
- Experience in administrative support, communications, marketing, or event coordination
- Comfort working with databases/CRM systems and email marketing or newsletter platforms
- Working knowledge of social media platforms and basic content creation/design tools
- Clear, professional written communication skills

- The ability to work collaboratively and remotely, exercising strong self-management and follow-through
- A discreet, trustworthy approach to handling sensitive donor, student, and organizational information
- Familiarity with faith-based or non-profit ministry environments is an asset
- Successful candidate will affirm and agree with the [Northwest Statement of Faith](#), and will conduct themselves in a manner consistent with its principles throughout the course of their employment with The Lazarus Centre

How to Apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in one file to hr@nbseminary.ca quoting **position number 51** in the subject line, on or before **October 23, 2026**. Your application will be handled with utmost discretion and confidentiality.

All applicants will receive an automated email response confirming receipt of their application submission. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

Please take time to review our statement of faith and ensure that

Note that Northwest conducts criminal background checks for all final-stage candidates.

We sincerely thank all applicants for their interest in Northwest College & Seminary.