

Career Opportunity

COMMUNITY LIFE AND OPERATIONS COORDINATOR

About Us

Pax House is a student residence next to the UBC campus, operated by the Pax House Society. Our purpose is to provide housing and foster an intentional Christian community rooted in peacemaking, hospitality, simplicity, and service.



Position Summary

The Community Life and Operations Coordinator supports the day-to-day functioning of Pax House by coordinating systems, shared spaces, and operational activities that enable a healthy, well-run residence and a vibrant community life.

This role blends strong organizational coordination with relational presence. The Coordinator supports students through clear communication and responsiveness, manages space use and logistics, and maintains the operational systems that allow ministry and community life to thrive. The role works closely with the Director of

Student Life and the Director of Menno Hall and serves as a key point of connection for students, staff, vendors, and community partners.

Core Responsibilities

The Community Life and Operations Coordinator will:

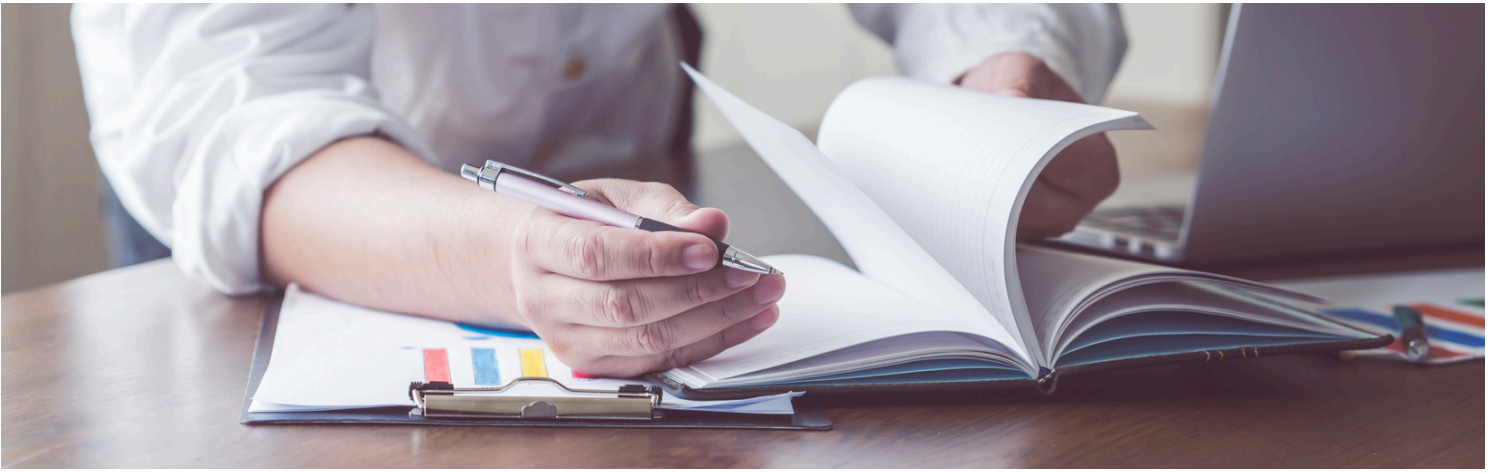
- Serve as the primary welcoming and responsive point of contact for students and community users.
- Coordinate space use and event operations, including scheduling, logistics, facilities coordination, and on-site needs.
- Maintain and manage operational systems, including calendars, bookings, records, and reporting.
- Supervise, coordinate, and support student work assignments related to events, facilities, and daily operations.
- Manage basic financial administration, including invoicing, receivables, and pass-through cost tracking in coordination with Finance.
- Support clear, effective communication, including website updates, promotional materials, and operational messaging.

Compensation

- Salary range: CAD \$50,000 to \$65,000 per year, plus benefits.
- Compensation will be offered within this range based on experience and fit.

Working Conditions

- Full-time position (8 hours per day, non-standard schedule).
- Evening and weekend availability required based on community use and events.
- On-site presence required during peak periods, including August 31 to September 6.



Candidate Profile

The Ideal Candidate

The Ideal Candidate:

- Loves working with young adults in a Christian ministry or residence-life setting and values strong systems as essential to healthy community life.
- Is an organized, proactive self-starter who solves problems, plans independently, and collaborates well with a team.
- Is communication- and design-savvy, and is comfortable using social media, Canva, and Microsoft Office (especially Excel) to support operations, promotion, and communication.

Required Skills & Experience

The Community Life and Operations Coordinator will have:

- Strong organizational, coordination, and systems-thinking skills.
- Experience working with young adults in ministry, residence life, or related settings.
- Comfort supporting students, volunteers, and multiple stakeholders.
- Experience planning, prioritizing, and managing tasks independently.
- Proficiency with Microsoft Office, particularly Excel.
- Clear written and verbal communication skills.
- Alignment with the mission and values of Pax House.

Preferred Experience

The **Community Life and Operations Coordinator** would ideally have:

- Experience in residence life, community facilities, higher education, or nonprofit environments.
- Experience using Canva or similar design tools for communication and promotion.
- Experience supporting websites, social media, or community communications.
- Familiarity with CRM systems or operational databases.
- Background in Christian community, ministry, or intentional living environments.

Reporting Relationship

This role reports to the **Director of Menno Hall** and works closely with the **Director of Student Life**.

This posting reflects the current scope of the role and may be adjusted as the organization grows.



Application Process

The start date for this position is July 2nd.

To apply, please submit your cover letter and resume to mennohall.com/careers. The cover letter should clearly outline your motivation to join the Pax House team and demonstrate your experience in operational support.

Applications will be reviewed on a rolling basis until the position is filled.

If you wish to inquire further or discuss your suitability, please feel free to reach out to Wanda Froese, Director of Menno Hall at wanda.froese@paxhouse.ca.

Only those selected for an interview will be contacted.

Thank you for considering this opportunity. We look forward to hearing from you.