PAX HOUSE
AT MENNO HALL

Career Opportunity

OPERATIONS COORDINATOR

About Us

Menno Hall, home to Pax House Student Residence near UBC, provides space for students, offices, events, and community activities fostering an intentional Christian community rooted in peacemaking, hospitality, simplicity, and service.



Position Summary

The Operations Coordinator supports the day-to-day functioning of Menno Hall by coordinating people, facilities, events, and the systems that keep the building running smoothly. The role helps create a welcoming, well-prepared environment for residents, staff, tenants, and other building users.

Working with student employees, cleaners, staff, and service providers, the Coordinator keeps daily operations organized and responsive. The role supports events and seasonal transitions, helps maintain building readiness, and contributes to a safe, well-cared-for space where student and community life can thrive.

Core Responsibilities

The Community Life and Operations Coordinator will:

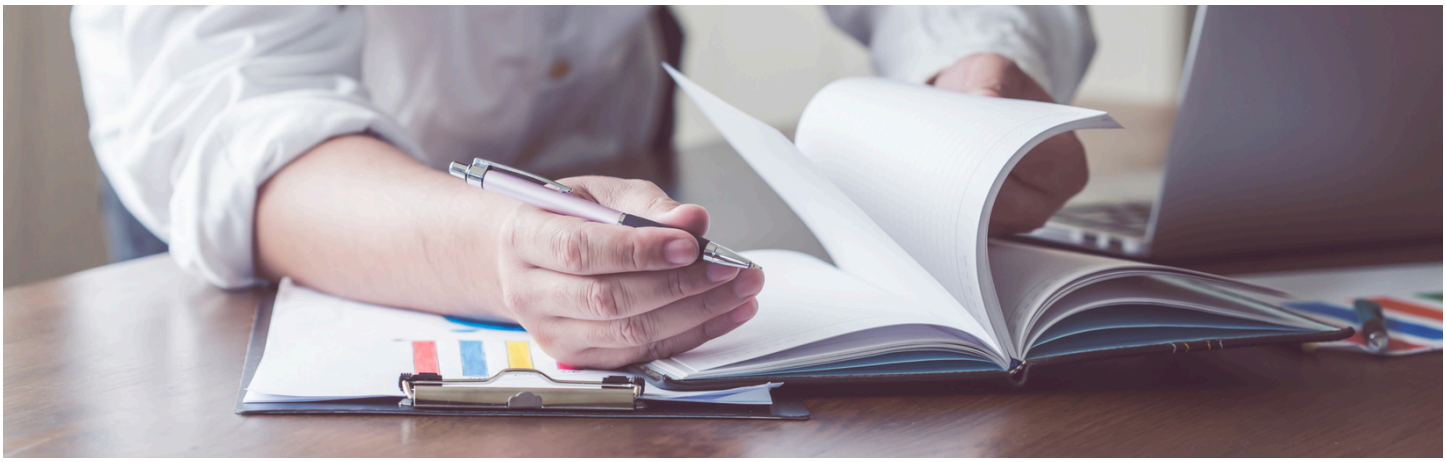
- *PEOPLE & DAILY COORDINATION*
  - Supervise, support, and train student employees
  - Assign work and follow up on completion
  - Assist with student employee scheduling and recruitment
  - Maintain clear communication with residents, staff, tenants, and building users
  - Supervise cleaners and weekly chores
- *FACILITIES & SUPPLIES*
  - Coordinate maintenance requests, repairs, trades, and contractors
  - Conduct building walkthroughs and identify follow-up needs
  - Implement security protocols
  - Maintain schedules, checklists, procedures, and records
  - Order and maintain office, kitchen, cleaning, and event supplies
- *EVENTS & BUILDING READINESS*
  - Provide operational support for internal and external events
  - Coordinate room setup, equipment, supplies, access, and cleanup
  - Support move-in, move-out, room turnover, and seasonal readiness

Compensation

- $25-$30/hour.
- Compensation will be offered within this range based on experience and fit.

Working Conditions

- Part-time position (28 hours per week)
- Primarily weekday afternoon and early evening hours
- Some evening or weekend work for events, move-ins, and move-outs
- Participate in a shared monthly on-call rotation
- Provide occasional after-hours support for urgent building-related issues
- Escalate significant safety, security, or facility concerns using established procedures



Candidate Profile

The Ideal Candidate

YOU MAY BE A GOOD FIT IF YOU ARE:

- Organized, proactive, and reliable
- A practical problem-solver
- Comfortable working independently and with a team
- Comfortable supervising and supporting student employees
- Ready to learn, communicate clearly, and take initiative

Experience in operations, facilities, hospitality, residence life, events, or supervising staff or volunteers is an asset.

You do not need experience in every part of the role. We are looking for someone who is dependable, teachable, eager to learn, and ready to take responsibility. Training and support will be provided.

Why Work at Menno Hall?

- Meaningful work that supports students and community life
- Varied work across facilities, events, people, and systems
- Training and mentorship for the right candidate
- A modern facility and collaborative staff team near UBC

A PLACE TO LEARN AND GROW



Application Process

The start date for this position is December 16, 2026

To apply, please submit your cover letter and resume to admin@paxhouse.ca.

Application deadline is November 20, 2026

If you wish to inquire further or discuss your suitability, please feel free to reach out to admin@paxhouse.ca.

We thank all applicants; only those selected for an interview will be contacted.

Learn more about us at paxhouse.ca

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