



HEALTHY LEADERS. HEALTHY CHURCHES  
*Inspiring and equipping leaders to shape their culture toward spiritual vitality*

## JOB DESCRIPTION

Position: Administrative Assistant - GTA Regional Director  
Incumbent: N/A

02.02.2022  
Part-Time/One Year Contract

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### Introduction

Under the direction of the District Superintendent, and in coordination with the Secretary-Treasurer, provide administrative support to the GTA Regional Director while working for the Western Ontario District Resource Centre for 20 hours per week, on a one year contract.

### Specific Duties & Responsibilities

**Percentage of Time: 90%**

- Produce letters and District correspondence
- Schedule and participate in Zoom calls and meetings and take minutes for meetings when requested
- Coordinate & maintain the Regional Director's calendar and Credential Holder correspondence
- Search for, produce, and update lists of credential holders/churches by section
- Respond to general inquiries from credential holders & church members
- Assist with Church Transitions: coordinate meetings & agenda's, coordinate team/congregational surveys.
- Organize, promote, coordinate & track registration for events including coordinating payment of honorariums to GTA region Guest Speakers with Accounting Department
- Provide support with Local Church Constitution updates, church incorporations, and provide consultation related to Constitutions & Bylaws to GTA credential holders
- Process Assisted Assemblies applications annually including equipping and assessing applications based on criteria and then forwarding to Accounting Department, after budget approval.
- Provide administrative support and oversight to the WOD Continuing Education bursary program including being the liaison with educational institution partners.
- Assist with details of ceremonies – e.g. Ordinations, building dedications, Pastor Inductions, local church members meetings, mergers, closures, mortgage burnings, and conflict resolution meetings when requested, church pastoral votes, events specific to cultural pastors, 50-year certificates
- Coordinate a list of credential applications in process in cooperation with Church & Clergy Records Department
- Create MS PowerPoint or Keynote presentations for preaching/teaching
- Assist with developing and updating policies
- Work closely with section pastors
- Order books & office supplies
- Supervise Summer Intern(s) as requested

## **General Duties & Responsibilities**

**Percentage of Time: 5%**

- Attend staff training sessions
- Comply with all applicable health & safety requirements
- Assist with Clergy Records tasks when needed (credential renewals, voting procedures, ACLRs, etc.)
- Assist with catering for Regional Director's leadership sessions and events when required
- Provide information during OPS meetings as required
- Obtain EFT information from churches when requested by Accounting Department

## **District Administrative Support**

**Percentage of Time: 5%**

- Assist during District Conference(s) and events when and where needed
- Additional tasks as requested by the Regional Director and/or Secretary-Treasurer
- Other duties as required