
OVERVIEW

The Western Ontario District is shifting from a management model to a leadership development organization. We believe this is the best way to fulfil our vision of ministry expansion through healthy leaders and healthy churches.

Under the direction and leadership of the District Ministries Director you will provide administrative support and assistance. This will include assisting the Director in his/her task to create, develop and deploy strategy according to District approved policies and procedures.

KEY COMPETENCIES:

- Kingdom focused
- Excellent communication & interpersonal skills
- Organized – Exceptional attention to detail
- Problem solving skills
- Ability to learn quickly
- Adaptability – Ability to work in a fast-paced environment
- Skilled with MS Office Apps, computer, & office equipment
- Excellent time management skills
- Accountable and dependable

KEY RESPONSIBILITIES & DUTIES

The Administrative Assistant to the District Ministries Director serves the Western Ontario District by

- Providing administration for district ministries and networks
- Overseeing all incoming and outgoing communications including emails, phone calls, reports, and internal correspondence
- Conducting research and creating reports on various topics based on the needs that arise
- Keeping important information and documents organized physically, and electronically
- Filing important documents, such as reports, meeting notes, emails, and letters
- Keeping the Director's calendar up to date, including adding events, rescheduling appointments, and providing daily briefings
- Acting as a communication liaison for internal and external contacts, including WOD leadership, personnel, credential holders, and outside inquiries
- Planning and organizing events that take place externally, such as leadership events, planning meetings, area gatherings, etc.
- Maintaining a high degree of discretion and confidentiality
- Ability to handle sensitive information with discretion
- Collate budgets and reports for ministry/network meetings
- Coordinate with WOD Accounting Team to pay honorariums to various guest speakers, expense reports, etc.
- Prepare, coordinate & send newsletters and ministry communiques
- Schedule and participate when requested in Zoom calls
- Attend District Conference planning/implementation meetings
- Assist during AGM/Ministers Gathering/district conferences/seminars/retreats where needed
- Availability to travel and work at area events and meetings as needed
- Comply with all applicable health & safety requirements
- Attend staff meetings and training sessions
- Additional tasks as requested and required