



## **JOB POSTING**

### **ADMINISTRATIVE ASSISTANT**

### **NEXT GENERATION MINISTRIES HEALTH SPECIALIST**

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#### **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.

You will work alongside amazing people in our District who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are perfect; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective.

As the Administrative Assistant to the Next Generation Ministries Health Specialist (NGMHS), you will provide administrative support and assistance. This will include assisting the NGMHS in their task to create, develop and deploy strategy according to District approved policies and procedures.

This is a permanent, part-time salaried position based on flex, in-person work schedule at the Western Ontario District Resource Centre in Burlington. We offer a competitive benefits and pension plan. We encourage and support professional development and continued learning, and provide the technological tools required to do the job, including a laptop and smartphone.

#### **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, dependable, loyal

#### **REQUIRED SKILLS & QUALIFICATIONS**

- Bachelor's degree or equivalent experience in ministry, theology, or related field
- Proven track record of serving in an administrative role within a church or ministry organization
- Credential holder with the Pentecostal Assemblies of Canada an asset
- Excellent communication, interpersonal, and organizational skills
- Commitment to personal spiritual growth

*The Western Ontario District to the Pentecostal Assemblies of Canada is committed to providing accommodation for people with disabilities. If you require accommodation, we will work with you to meet your needs.*

## **JOB DESCRIPTION**

Position: Administrative Assistant

### **Introduction**

Under the direction of the District Superintendent and the Secretary-Treasurer, provide administrative support to the Next Generation Ministries Health Specialist of the Western Ontario District Resource Centre.

### **Event Management**

- Administration for Children & Family Ministries district events
- Planning, budgeting tracking and logistics for events
- Registration for events, event tracking, communication with guests and participants
- Event activity facilitation, procurement of resources, materials, and equipment as well as their preparation and deployment
- Event on-site admin support as needed; may require some travel
- Processing of event follow-up, evaluations and close-outs

### **Project Management**

- Research specific projects and topics as assigned
- Produce reports, presentations and communication on research content
- Assist with the development of an abuse prevention plan and other plans to assist local churches
- Manage cohort leaders, cohort groups, content and communities of practice; provide content and communication as directed

### **Database Management**

- REALM updates, reports, e-blasts, and departmental updates
- Tracking of CFM leaders in various lanes i.e.) volunteer, paid, credentialed, non-credentialed
- Tracking of CFM leaders and church connections
- Become proficient in programs such as FormStack and other software tools utilized for data and information management

### **Website**

- Assist with uploading content, content management, updates and refreshing pages
- Track analytics of website engagement

### **Communication**

- Assist with communication projects, monthly e-blasts, seasonal mailouts
- Competency with CANVA would be ideal or some experience with graphic design
- High level of competency to proof-read, wordsmith and edit
- Digital filing of documents and tracking