



<b>Job Title:</b>	Administrative Assistant	<b>Job Category:</b>	Administrative
<b>Department/Group:</b>	Ministry – Student & METCare focus	<b>Supervisor</b>	Sue Reissner
<b>Location:</b>	Prince of Wales Campus	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>	TBD	<b>Position Type:</b>	Contract
<b>Will Train Applicant(s):</b>	Training provided	<b>Date Posted:</b>	October 29, 2017
		<b>Posting Expires:</b>	November 14, 2017
<b>Applications Accepted By:</b>			
EMAIL: employment@metbiblechurch.ca			
<b>Character</b>			
Mature Christian character having the traits described in “Description of a Trained Ambassador” (1 Tim. 3; Titus 1),			
<b>Job Description</b>			
<b>ROLE AND RESPONSIBILITIES</b>			
<p>The Administrative Assistant for Student Ministries and METCare is a member of the church administration staff who supports the day-to-day operations of youth ministry and METCare programs at The Met.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Coordinates and manages varied communications and correspondence such as mailings, websites, email, phone calls, publicity, and social networking.</li> <li>• Organizes and maintains database records and files for weekly events, small groups and other departmental functions.</li> <li>• Schedules and coordinates elements of trips and retreats – arranges transportation, accommodations, and volunteer support.</li> <li>• Partners with office support staff and volunteers in completion of duties.</li> <li>• Receives and distributes ministry specific requests.</li> <li>• Maintains and distributes weekly reports; manages distribution lists as needed.</li> <li>• Coordinates communications and assists in preparation of courses, events, meetings and funerals.</li> <li>• As a member of the Administrative Team, assists with Reception and other church-wide administrative functions as required.</li> </ul>			
<b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>			
<p>Work experience: Professional or volunteer experience in organizing group activities in a secular or church setting and familiarity with youth work an asset.</p>			

**Other requirements:**

- Proficiency in Microsoft Office Suite
- Experience using a database
- Excellent written communication skills in English

**PREFERRED SKILLS**

To be successful in this role, the Administrative Assistant for Student Ministries excels at the following:

- Prioritizing and scheduling of tasks
- Using office software applications, including the MS Office Suite and databases
- Writing in a business context, including writing effective email, and writing reports
- Maintaining confidentiality
- Communicating well with others, including strong listening skills, speaking skills and general interpersonal skills
- Working as part of a team

**HOURS OF WORK**

The position is a contract ending December 15, 2018 (15 -30 hours a week). Flexible scheduling including evenings.

Reviewed By:	Sue Reissner	Date:	October 26, 2017
Approved By:	Chris Shadbolt	Date:	October 26, 2017