



ADMINISTRATIVE ASSISTANT: JOB DESCRIPTION

Reports to: The District Executive Minister

Type: Half-time (20 hr/wk), plus 40 hours/yr. flex time, schedule

Closing Date: March 31

Send resume and cover letter to: info@bcbc.ca

British Columbia Baptist Conference is a movement of churches and pastors who are committed to planting, revitalizing and growing churches in British Columbia. As a Christian organization we are seeking a person who ascribes to and upholds our Christian distinctives in faith and conduct.

Job Description: We are pleased to announce an exciting opportunity for an enthusiastic and organized individual to join our staff as an administrative assistant. This is a halftime position responsible for giving administrative assistance to the District Executive Minister, managing and distributing information within the office. The successful candidate will perform detailed work involving the coordination and communication of information and implementation of administrative resources and processes that support BCBC staff, ministry teams, pastors and churches. This will include answering phones, taking memos and maintaining files, be in charge of sending and receiving correspondence, as well as greeting ministry partners and visitors.

Qualifications

- Minimum: College Diploma.
- Two years or more experience in an administrative capacity.
- Proficient with Microsoft Office, familiar with a database/CRM, Sage Simply Accounting software and willing to learn new programs.
- Able to use multiple social media platforms.
- Comfortable speaking in public.
- Positive attitude and personable in high pressure situations.
- Able to work flexible hours for conferences and key meetings.
- A follower of Jesus with a good reputation as a Christian and actively involved in a B.C. Baptist Conference local church.
- A person with a servant attitude, friendly disposition and good people skills.
- A self-motivated, resourceful person with a teachable spirit able to work with minimum supervision.
- Proven reputation, well organized with effective office management, communication and interpersonal skills.
- Able to handle details, interruptions and the unique dynamics of a district office.
- Familiar with and upholds CRA policies.
- Must be able to pass a criminal background check.
- Must be willing to attend a B.C. Baptist Conference church.

Administrative Assistant Duties

Documentation and Communication

- Receive visitors and provide hospitality.
- Maintain emails, notices, bulletin inserts, promotional videos, letters, photo bulletin boards, brochures, posters and the website.
- Coordinate and distribute all incoming mail and information to appropriate people and ministries.
- Process letters and mailings as directed.

Office Administration and Management

- Maintain systems and procedures to help staff and leaders work well together and complete tasks effectively.
- Type, edit and proofread documents and take minutes at meetings.
- Keep records of the meetings of the Board, Teams and Committees.
- Serve as the District Executive Minister's personal assistant.
- Maintain registry for authorization to perform marriages.
- Compile and publish the annual BCBC Directory.
- Compile and publish the Annual Meeting Report Booklet.
- Assist the District Executive Minister with projects and administration.

Maintain Financial Records

- Record all cheques received weekly, and deposit to bank.
- Process all accounts payable weekly and payroll monthly.
- Enter financial data monthly and provide financial statements to the board and District Executive Minister.
- Process the District Executive Minister's expense reimbursements.

Planning and Scheduling

- Organize calendar for meeting schedules, event information.
- Event planning for board meetings and fundraisers.
- Schedule appointments and prepare presentation materials.
- Attend Executive, Board, Budget and BCBC Celebrations Planning meetings.

Relationships

Report directly to the District Executive Minister.