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|---|--------------------------|-------------------------|----------------------|
| <b>Job Title:</b>   | Administrative Assistant | <b>Job Category:</b>    | Administrative       |
| <b>Department/Group:</b>  | Student Ministries       | <b>Supervisor</b>       | Joey Molloy          |
| <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>     | April 7, 2017        |
|   |                          | <b>Posting Expires:</b> | Upon successful hire |
| <b>Applications Accepted By:</b>  |                          |                         |                      |
| EMAIL: <a href="mailto:employment@metbiblechurch.ca">employment@metbiblechurch.ca</a>   |                          |                         |                      |
| <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 is a member of the church administration staff who supports the day-to-day operations of youth ministry programs at The MET.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> <li>• Coordinates varied communications within student ministries such as mailings, website, email, phone calling, publicity, and social networking.</li> <li>• Organizes and maintains student 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> </ul> |                          |                         |                      |
| <b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b>  |                          |                         |                      |
| <p>Work experience:</p> <p>Professional or volunteer experience in organizing group activities in a secular or church setting and familiarity with youth work an asset.</p> <p>Other requirements:</p> <ul style="list-style-type: none"> <li>• Proficiency in Microsoft Office Suite</li> <li>• Experience using a database</li> <li>• Excellent written communication skills in English</li> </ul>  |                          |                         |                      |

**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 June 30, 2017 (15 -24 hours a week). Flexible scheduling including evenings.

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|--------------|----------------|-------|---------------|
| Reviewed By: | Sue Reissner   | Date: | April 7, 2017 |
| Approved By: | Chris Shadbolt | Date: | April 7, 2017 |