

Ministry Services: Administration Assistant

Role:

The Ministry Administrator provides relational, administrative, and logistical support to our ministries and mission with a focus on operations, supplies, staff and volunteer support, database management and a friendly front office for the church.

Relationship:

Reports to Lead Pastor

Responsibilities:

- Manage database for up-to-date reporting, communication, and annual donor receipts
- Procure resources, supplies, and equipment for ministries and general church needs
- Interface and defer general emails and phone calls (e.g. connect@ info@)
- Manage annual calendar to support ministry and event planning; interface for ministry leaders planning
- Manage volunteer schedules by supporting ministry leaders or coordinate schedules for self-led teams
- Manage zoom accounts; coordinate use for ministry leaders and events
- Create or edit communication for teams or church community via emails, blogs, etc.
- Support planning of virtual or in-person events
 - secure accessible and clear online registration to manage event, communicate to participants, etc.
 - Help find/organize volunteers
- Friendly and efficient front office presence when working
- Communicate facility repairs to facility team or arrange date with professional once decision is made
- Process and coordinate facility rentals
- Interface with SPVM for police checks (kids and youth ministry volunteers)
- Also performs miscellaneous related duties

Requirements:

- Strong administration skills with attention to detail
- Ability to work independently, proactively, and flexibly
- Works well within a team environment
- Significant experience with MS Office (Word, Excel), Google Docs; ability to learn new platforms (planning center, church track, Teams, mailchimp, zoom, canva)
- Excellent interpersonal skills
- Proficient in English and French
- Basic graphic design is an asset

- Committed to personal development
- Modelling and nurturing a growing relationship with God and passion for Jesus
- Exemplify godly character and leadership qualities (Gal 5:13-26, Phil. 2:1-4, Col. 3:12-14, 1 Tim. 3:1-7)
- Committed to work within the message, mission, theology, and goals of Westside Gathering

Remuneration: Part-time; 12-16; salary range 17.50 to 22.00

Application Deadline: February 28, 2022

About Westside Gathering:

Westside Gathering is a missionally focused church seeking administrative support. Our ministries are integral to the life and mission of our church. An administrative assistant will effectively support our staff and ministries as part of our church's mission to connect people to a growing relationship with Christ and each other. Our daily ministry focus is building discipleship environments that develop faithful and fruitful followers of Jesus on mission in their neighborhoods and networks.

Westside was planted in 2003 in the West Island of Montreal, Canada, in a largely English-speaking and multicultural region minutes away from the downtown city core. It has been our vision to see lives transformed, relationships flourish and communities impacted. We believe that God's good news overflows into goodness, serving one another and our community.