

Job Description

Title: *Part-Time Administrative Assistant*
Reports to: *Senior Pastor*
Hours: *Minimum 20 hours per week, Sunday through Thursday. As with all part-time ministry roles, this position both allows for and requires flexibility in work schedule.*

SUMMARY

The Administrative Assistant will provide administrative support to our ministry staff and volunteers, to further the mission of Hope Bible Church Ottawa in fulfilling the Great Commission in the spirit of the Great Commandment.

RESPONSIBILITIES

I. Office Administration

- Ordering new supplies as needed.
- Responding to basic congregational enquiries.
- Managing monthly expense reports from the church credit card.
- Ensuring all health and safety code standards are being met.
- Manage all bookings and ensure the oversight of the ministry events calendar for the church.

II. Ministry Team Administration

- Weekly communication to ministry team leaders of Covid-19 restrictions.
- Manage PCO database to be sure it is kept up to date.
- Set up and oversee the volunteer schedule for each ministry team on PCO in coordination with ministry leaders.
- Ensure that all ministry event registrations are uploaded promptly into PCO.
- Ongoing communication and assistance with ministry team leaders and volunteers.
- Manage all ministry event communication and correspondence with attendees.
- Oversee all social media postings and send out the weekly e-news.
- Provide practical support for and during ministry events.
- Staff and Elder meeting preparation.
- Ensure police checks and plan to protect requirements are up to date.

III. Other Responsibilities

1. Adopt the posture of a lifelong learner, continually growing in skills and knowledge in areas covered by this ministry description.
2. Collaborate with staff from like-minded churches to utilize best practices and share training.
3. Volunteer involvement in a Small Group and other meetings/activities.
4. Other responsibilities as assigned.

QUALIFICATIONS

Character

1. Must be maturing spiritually (Colossians 2:6-7) consistent with the six distinctives of Hope Bible Church Ottawa.
2. Must be increasing in the fruit of the Spirit (Galatians 5:22-23).
3. Must demonstrate a servant's heart (Mark 10:42-45) and be teachable and humble (Philippians 2:3-7).

Competency

1. Must have exceptional time management and problem-solving skills.
2. Must understand how to use media and technology in an effective way to further the ministry.
3. Must have strong organizational and relational abilities.
4. Must demonstrate initiative, creativity, and excellence in serving within the established vision.
5. Must have a mastery of English grammar and proficiency in the technology required.
6. Must be able to motivate and direct others toward a consistent, fruitful development of quality disciples.
7. Must be committed to ongoing improvement, with an understanding of both strengths and weaknesses.
8. Post-secondary degree along with administration experience of 3-5 years in a mid-size church ministry is preferred.

Community

1. Must be committed to the local church and active in building community (Acts 2:42-47).
2. Must demonstrate an ability to relate well and work efficiently with fellow staff members and all volunteers.

Conviction

1. Must be a person of prayer, with a reliance on God to do what only He can do. (Eph 3:14-21)
2. Must be in full agreement with the Hope Bible Church mission, doctrine, distinctives and approach to ministry and be convinced of their effectiveness in building the church.
3. Must be aligned with Hope Bible Church's affiliations and partnerships.
4. Must have a burden for the local church to see it built up for the glory of God (Eph 5:25)
5. Must agree to abide by the staff policy manual.

Capacity

1. Must be highly motivated and action-oriented; a strong work ethic.
2. Must be a self-starter and able to work with minimal guidance at times.
3. Maintain a healthy work-life balance.

Please send your application with your CV attached to Pastor Raymond Koprowski via email at info@hopeottawa.ca.