

Administrative Assistant

Elevation Church is looking to have someone join our staff team in the role of **Administrative Assistant**. This is a part-time position that would allow for a flexible, hybrid approach for both remote and in-person work. Sunday service involvement would be needed on only an occasional basis. This contract position would begin October 3rd, 2022 and run until April 28th, 2023. There is a possibility for this role to extend into a permanent position.

This staff position reports to the Pastoral Team, and has following specific responsibilities:

- **Care and Connection Administration**
 - Work with our Pastoral Team to coordinate practical care for the church community (i.e. Meal Trains, Bereavement Support, Member Directory)
 - Update the church database (Planning Center) regularly
 - Work with other staff and volunteers to connect new individuals and families into KidsQuest, Youth, Neighbours groups, etc.
 - Work with Pastoral Team to plan and organize Newish Lunches 3-4 times per year
 - Provide administrative support to the Welcome and Hospitality teams

- **Communication**
 - Participate in weekly staff meetings
 - Create and send out community-wide communications as directed by Pastoral Team

- **General Administration**
 - Maintain key documentation for church (insurance, policies, subscriptions, etc.)
 - Order supplies for general use and ministry-specific needs
 - Monitor and respond to church voicemail and email
 - Provide administrative support to Journey and Mission teams
 - Hold set office hours 2-3 days a week at church building
 - Maintain calendar of events and facilitate bookings; liaise with key groups to facilitate shared use of building space
 - Manage event registrations through Planning Center

Remuneration:

- \$20/hour, based on a 25 hour work week, paid by-weekly



Benefits & Holidays:

- 3 weeks of vacation annually (prorated by FTE)

What we're looking for in a candidate:

- Organized and detail-oriented
- Demonstrated communication skills on various platforms
- Someone who can support the mission and values of Elevation Church
- Flexibility and willingness to learn new skills
- Experience with social media or website management would be an asset
- CRM (Client Relationship Management) experience e.g. Planning Center would be ideal

Process:

- Please read the "About Us" section of Elevation's website to learn more about our Core Beliefs, Key Values and Affiliation.
- Forward resumes by September 26, 2022 to hr@elevationwaterloo.org.
- Applicants selected for an interview will be contacted to set up a time.