



## Ministry Focus Description

**Position**..... Administrative Assistant

**Responsible to** ..... Office Manager

**Time Commitment** ..... 30hrs/wk term- length of term to be discussed

### Primary Responsibility:

*'Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself.' Matthew 22:37-39*

### Ministry Summary:

The Administrative Assistant, working closely with the Office Manager and the Administration Team, will carry out the day-to-day functions of the office to ensure effective support for ministries.

Staff members at Emmanuel EFC are expected to affirm the Evangelical Free Church of Canada's (EFCC) Statement of Faith. It is expected that all staff members make every attempt to be involved in the life of the church, attending church services and church events.

### Job Responsibilities:

- Answer phones and provide support and excellent customer service for everyone coming into the Admin Center.
- Manage general inquiry emails to ensure effective and timely communication and distribution of information to the appropriate people.
- Coordinate building usage and manage internal calendar for all ministries.
- Be the key point person and update and maintain our church management system, and find ways to streamline internal processes.
- Oversee all rentals. As the rental coordinator you are responsible for booking, planning and executing all external rentals.
- On a rotation basis, be the admin person at the Welcome Centre on Sundays.
- Assist all departments in a variety of administrative tasks. This includes printing, document creation, and a variety of other tasks as assigned.
- Assist the Finance Manager with data entry and other tasks as they arise.
- Any other duties or tasks assigned by the Office Manager as they arise.

**Preferred Qualifications:**

- The Administrative Assistant must be a self-starting, well-organized team player, who is able to work well with others.
- Must be computer literate and have excellent attention to detail.
- Must be a people person with good phone skills.
- Ability to work occasional evening and weekends on an as needed basis.
- If not yet currently attending Emmanuel must be willing to consider.