

Administrative Assistant – Connections Ministry

Hours/Week: 24 hours/week, Monday - Friday (Part-Time), occasional weekend hours will be required

Supervisor: Director of Events & Connections

Brief description of the role:

The Administrative Assistant for the Connections Ministry will carry out the mission of Hope Bible Church Oakville by providing support to the Director of Events & Connections and various areas of focus within that department.

ROLE

- Prepare, set up, and organize volunteers for Welcome Team, Communion and Baptism
- Administration, and workflow management for Baptism and new Welcome Team volunteers
- Coordinate and organize for weekend Welcome Teams
- Ensure Connections Desk and resources are stocked for each weekend
- Create and develop reports associated with job function
- Implement/manage tasks and projects for the Welcome Team as assigned by the Director of Events & Connections
- Purchasing and restocking associated with job function
- Support various conferences and events as required
- Work closely with many different ministries
- Perform other duties as required

EDUCATION AND EXPERIENCE

- Secondary School diploma is required
- Minimum of 3 years of experience in an administrative role is preferred
- Proficient working in Google Workspace (ex. Google Sheets, Google Documents, Google Forms) and Microsoft or Apple word document programs
- Experience working in a team environment

PHYSICAL REQUIREMENTS

- Some repetitive heavy lifting of up to 35 lb at a time, over short periods of time, will be required.

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ESSENTIAL QUALIFICATIONS

- Well-developed organizational and time management skills, with a demonstrated ability to take initiative on projects
- Strong attention to detail and high level of accuracy in preparing information
- Ability to balance multiple tasks
- Strong communication skills and excellent interpersonal skills
- Sensitivity to confidential information
- Servant's heart, open to learning new skills and an ongoing pursuit of humility

Please also note the qualifications listed on the [Job Opportunities](#) page on the Hope website.