

# Job Description – Administrative Assistant

**Job Title:** Administrative Assistant

**Term:** Part-time position

**Hours:** 20 - 24 hrs. / Week

**Reports To:** Lead Pastor

**Primary Duty:** To provide administrative support to the lead pastor and to help with ongoing administration tasks.

## **Key Responsibilities:**

Sunday Morning:

- Leading and administrating our various hospitality teams including our welcome table, greeters, and parking.

Weekdays:

- 1 day each week:
  - Working as an executive assistant to the lead pastor. (This includes managing calendars, scheduling appointments, and providing clerical support)
- 1 day each week of general administrative duties **including:**
  - Website updates (wordpress)
  - Basic video editing (training provided)
  - Social media updates
  - Bi-weekly newsletter
  - Meeting minutes
  - Printing & Mailing
- ½ day each week:
  - Scheduling and communicating with our hospitality volunteers.

## Qualifications:

- Must have the ability to lead, and direct volunteers.
- Must be highly administrative and organized
- Communication: Excellent oral and written communication skills.
- Proficient in Word, Excel.
- Photoshop / video editing knowledge is helpful.
- Teamwork: ability to work cooperatively and effectively with others to set goals, resolve problems, and make decisions to enhance organizational effectiveness; ability to undertake self-directed tasks when necessary.

Working Conditions:

- The Administrative Assistant will work from our offices at 993 Talwood Drive 2-3 days each week and from Rhema Christian School on Sunday mornings.
- A computer and desk shall be provided by Pathway Life Church and any other tools / resources required to fulfill the requirements as stated above.

Work Schedule: (*brackets indicate required work times*)

- Sunday (8-2) Sunday is a key work day for our staff and is mandatory each week (exception: scheduled Sunday's off)
- Monday (9-3) Staff meeting and admin day
- Wednesday (9-3) Executive assistant duties

\*\* Additional work time can be arranged with the Lead Pastor.

Remuneration:

- Hourly position (estimated 20-24 hours / week) at a pay rate of \$17.85 / per hour (as at November 20, 2018)
- Holiday pay and Sick days will be paid as outlined in the employment contract or as required by the Employment Standards Act 2000 or other such legislation as may be in effect at the time.