



Part-Time Administrative Assistant Role

Overview

North Shore Alliance Church (NSA) is looking for an energetic, hard-working team player to work in our main office. As the part-time Administrative Assistant, you will be assisting in a variety of administrative tasks and coordinating facility maintenance and operations.

Relationships: Reporting to the Executive Assistant. This role is shared with another part-time Administrative Assistant and will require coordination of responsibilities and coverage.

Hours: 16 -20 hours per week

Key Responsibilities:

I Reception and Administrative duties

1. Respond to incoming phone calls and on-site visitors and website generated inquiries in a welcoming and professional manner.
2. Ensure that reception services are cared for by another admin. staff person when away from the front office.
3. Coordinate deliveries and on-site visits by those who are doing repairs, maintenance, etc.
4. Order and purchase of supplies for the office, kitchen, and maintenance.
5. Provide general administrative support to other departments as time, need and resources allow.

II Facilities and Scheduling

1. Coordinate the facility booking, ministry scheduling, and church master calendar.
2. Coordinate the scheduling details related to special events such as conferences, weddings, funerals, concerts, etc.
3. Oversee issuing of keys and building security.
4. Orient new staff on office procedures.
5. Coordination of facility maintenance, upkeep, and cleaning.
- 3 Assistance with coordinating major staff events-Christmas parties, retreats, staff days, etc.

Desired Skills & Experience:

- Competent in organization, record keeping, information management.
- Personable and professional reception attributes.
- Competency in Microsoft Office, website management and using a computer network.
- Ability to multi-task.



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ALLIANCE CHURCH



- Good understanding of the unique aspects of working within a local church setting.
- Effective in task management, meeting deadlines, scheduling and advance planning.
- Good command of English language. Competence in both oral and written language skills.
- Skilled in interpersonal communication and dealing with the public.

The successful candidate will exhibit:

- A growing active relationship with Jesus Christ
- An ability to relate well to people of different backgrounds.
- Ability to prioritize with above-average time-management skills.
- An ability to take initiative, to identify and address problems, to seek out solutions, and act without instruction or direction.

If you wish to apply for this position, please send your resume and cover letter to Brenda Martin, Executive Assistant at brendam@nsac.bc.ca

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