

Canada West Mission Administrative Assistant

The Canada West Mission Centre requires the services of an Administrative Assistant to the Mission Centre President. Responsibilities of this position will include such tasks as:

- Manage communications for the mission centre including:
 - maintaining the mission centre website,
 - contributing to the mission centre Facebook page,
 - editing and publishing the weekly updates (“Weekly Wire”) and ensuring their distribution,
 - creating, or assisting others with the creation of, promotional materials for mission centre programs and events (for example, working with the Mission Conference Manager in creation of the conference program and promotional materials),
 - managing the mission centre’s electronic telephone system,
 - and other communications initiatives as might be considered from time to time.
- Serve as a point of contact for the mission centre for members and friends seeking information about programs and services
- Assist the mission centre president with creation and distribution of emails and other communications to Pastors and other key contacts in the mission centre. This includes maintaining lists of contact information for congregations.
- Manage the clergy registration (i.e., marriage license) processes for all four provinces of the mission centre.
- Serve as the mission centre Privacy Officer.
- At the direction of the mission centre president take on planning and support roles for special events as may be required from time to time.
- Maintain communications, as necessary, with the Canadian Community of Christ offices in Guelph, Ontario, and with World Church Headquarters in Independence, Missouri. Specific contacts will be developed as required.
- Participate in monthly meetings of the Canada West Mission Centre Leadership Team and provide relevant support as needed or requested.

Persons with the following skills and experience may be interested in this position:

- Previous experience as an administrative assistant in a management office.
- Reliable Internet service capable of supporting various electronic tools including video meeting technologies such as “Zoom.”
- Demonstrable skills in Microsoft Office tools, especially Word, PowerPoint, Excel, and Outlook. Willingness to become familiar with other electronic tools will be beneficial.
- Has Community of Christ Registered Youth Worker certification or is able to obtain it.
- Useful but not required at outset: Reasonable familiarity with Community of Christ organizational structures.

The Administrative Assistant is a part-time, contract position, paid an hourly rate on a monthly basis. Work time must be tracked and submitted to the Mission Centre President for approval and the Mission Centre Financial Officer for payment.

Persons interested in this position are asked to submit a letter of application to the Mission Centre President, Steve Thompson, via email to: steve@communityofchrist.ca. The letter should include description of the applicant’s interest, work experience, and skills that could be brought to the position.

Applications are to be submitted no later than midnight (BC time) Friday, February 21, 2020. Please submit your application at your earliest opportunity. This posting may close early if a sufficient number of qualified applications are received.