

## Administrative Assistant Job Description

**Role Title:** Administrative Assistant  
**Reports To:** Director of Administration and Human Resources

### Overview of Role:

The person holding this position performs a variety of administrative and office support activities for the Ministry Resource Centre (MRC). Duties include donor database management, preparing mailings, compiling marketing analytics, creating spreadsheets, and office filing. Basic math, written/oral communication, and computer skills are required while experience using the Google platform (Drive, Docs, Sheets, Slides, etc.), Microsoft Office (Word, Excel, etc.) or any other database program is an asset.

This is a part-time (15-20 hours/week) position based out of the MRC office in Winnipeg, but with the right credentials and experience, this person may be allowed to work from home, anywhere in Canada. The position will begin part-time, with the intention to grow into a full-time, 37.5 hours/week, position.

One Hope Canada is considered a Religious Order under the provisions of the CRA and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must be in agreement with standards of spiritual and personal suitability, and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Director of Administration and Human Resources and within the Department of Finance and Administration, the Administrative Assistant, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and professionally, and is responsible for all administrative aspects as assigned.

### Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.
- To direct, encourage and equip our Ministry Points to fulfill the purpose and vision of One Hope Canada.
- To accomplish the primary objectives by effectively managing administration and other office support activities related to the Ministry Resource Centre.

### **Key Responsibilities:**

- Provide administrative support to our Ministry Points (CCLI subscription, boat registration with Transport Canada, fleet insurance, Bible and resource orders)
- Assist the National Board in the preparation, upkeep and filing of administrative documents, files and reports as well as key archive files (Board Packages, Minutes, By-laws, Policies, Trademark files, and archive items)
- Plan travel logistics for National Board meetings and MRC team members as needed (such as transportation, lodging and meals)
- Manage Zoom account - set up meetings, send out meeting reminders, etc.
- Collecting and managing mail (scanning, updating, etc)
- Donor database management (address updates, mail merges)
- Prepare letters and parcels for mailing
- Donor acknowledgements (written, phone, email)
- Compile analytics from our various marketing streams
- Oversee bookstore orders
- Assist with our special events
- General office duties (supply orders, scanning, filing, etc.)
- Other duties as assigned

### **Core Competencies**

- Follower of Christ
- Passion for the Gospel
- Well organized
- Good math skills
- Good computer skills
- Good understanding of compiling and analyzing data
- Ability to work on multiple projects at the same time
- Capable to work alone as well as with a team
- Effective communication
- Self-motivated
- Good judgment
- Attention to detail

### **Education and Experience**

- Post-secondary education in a related field is an asset
- Experience with camping ministry is an asset
- Fluency in French is an asset