

Administrative Assistant Job Description

Role Title: Administrative Assistant
Reports To: Executive Director

Overview of Role:

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, the Office Administrator, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and within their camp, and is responsible for all office administration aspects of the camp.

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.

Core Competencies

- Demonstrates a love for the Lord
- Ministry focus
- High level interpersonal/communication skills
- Word Processing 40 WPM
- Ability to work flexible hours
- Good organizational ability

Key Responsibilities:

These statements reflect the principle function and do not describe all work assignments inherent in the job.

- Responsible for sending and receiving telephone, e-mail and written communication and forwarding information appropriately.
- Assist guest group functions (scheduling, welcoming, hosting, correspondence, billing)
- Recognize donations by sending receipts and Thank you's promptly
- Maintain an accurate donor list
- Responsible for creation, editing and distribution of newsletter
- Process Campership applications, file as required
- Maintain required One Hope Canada information forms
- Assist in coordinating fundraising banquets
- Assist other team members and orient new team members to site
- Occasionally be on call on weekends to assist with guest groups
- Be flexible to assist in other duties as assigned by the Executive Director

Education and Experience

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