



## Administrative Assistant - Job Posting

One Hope Canada is currently seeking a servant leader to join our team as an *Administrative Assistant* at the Ministry Resource Centre (MRC) in Winnipeg. This is a full-time position based out of our Winnipeg office.

One Hope Canada develops life-long followers of Jesus by clearly communicating the Gospel through Bible camps, community ministries, and other innovative ministry strategies. We partner with 400 local churches across the country, reaching more than 30,000 children and youth each year.

Reporting to the Director of Administration and Human Resources, the *Administrative Assistant* is entrusted with fulfilling the purpose of One Hope Canada, and is responsible for all administrative and office support activities as assigned.

The successful applicant will have a positive experience in administrative roles, ideally with extensive experience using the Google Workplace platform, donor database programs, and spreadsheets. The person will also be able to demonstrate flexibility, strong organizational, math and people skills. Fluency in French is an asset.

This is a fast-paced, exciting ministry role where you will be stretched and encouraged as you experience God at work through His people.

Visit our website for more information – [www.onehopecanada.ca/careers/](http://www.onehopecanada.ca/careers/)

Deadline to submit your resume is April 18, 2025.

Email resumes to: [hr@onehopecanada.ca](mailto:hr@onehopecanada.ca)

Note: In addition to One Hope Canada being a place of employment, it is also a community of people united by their common Christian faith. Employment with One Hope Canada is inseparable from a faith commitment to Jesus Christ. All successful applicants must agree and sign One Hope Canada's Statement of Affirmation form.