



Employment Opportunity: Missions/Evangelism/Youth Administrative Assistant

Organization:	CNBC	Location:	100 Convention Way, Cochrane, Alberta
Salary/Wage:	\$17.50 per hour	Status:	Part-time/15 hours per week
Department:	Missions	Start Date:	TBD

Job Description •

MISSIONS/EVANGELISM/YOUTH Administrative Assistant

GENERAL POSITION DESCRIPTION

This person shall work as the Missions/Evangelism/Youth Administrative Assistant.

GENERAL RESPONSIBILITIES

The Administrative Assistant is responsible to handle duties as assigned by the Team Leader and Office Manager.

SPECIFIC TASKS

Missions Administrative Responsibilities

- Answer and direct inquiries concerning the Missions/Evangelism/Youth Ministries
- Keep the Missions/Evangelism/Youth calendar current on the database under Events
- Arrange travel itinerary for Team Leader – book flights, hotel, car, etc.
- Maintain Team Leader’s calendar and reminders of upcoming appointments
- Submit travel and ministry expenses for the Team Leader
- Assist and maintain updating the Missions/Evangelism/Youth web page
- Assist in coordinating training and conferences related to Missions/Evangelism/Youth ministries
- Plan, coordinate, promote and implement our special mission offerings (Cooperative Program and GCO).
- Communicating with our missionaries across the world and helping coordinate their home-assignment church & convention responsibilities
- Coordinating ministers and spouses in short term mission opportunities
- Research churches who apply for mission grants (charity number, giving data, etc.)
- Assist in answering phones and front reception as required
- Assist in NM Events (ie. Annual Convention Gathering, New Pastors Orientation, etc.) when assigned by the Office Manager or National Ministry Leader
- Other duties as assigned by the Team Leader and Office Manager

ACCOUNTABILITY

This person shall work under the supervision of the Team Leader and the Office Manager. Annual evaluations will be conducted and kept on record.

PERSONAL QUALIFICATIONS

1. A mature, growing Christian
2. An active, contributing member of an evangelical church
3. Evidence of good interpersonal skills – must relate well to CNBC Team Leaders, staff, pastors and church leaders.
4. Good understanding of technical/computer skills, communication, detail oriented
5. Good proof-reading skills
6. Ability to work well under pressure, handling multiple tasks
7. Ability to work well without supervision

Those interested candidates should forward their resumes to Vonne Lewis at vlewis@cnbc.ca or drop them off at the CNBC office to Vonne’s attention.