

## EIKON COMMUNITY CHURCH Administrative Assistant - Job Posting

EIKON COMMUNITY CHURCH (ECC) is seeking an administrative assistant to support all administrative needs within our office operations and ministry functions.

In this new adventurous and exciting season of ministry, we are looking for an individual with a vibrant and passionate heart for church administrative ministry. We are seeking a candidate that works well in a team environment and has the administrative skills to support all ministry needs. The candidate will work alongside and under the leadership and mentorship of the lead pastors and the board of directors. They will also work together with the entire staff team to provide administrative support to all the church members.

Our congregation mainly consists of young adults and young families in their 20s-40s with roughly 300-350 congregational attendees. For more information about our church vision, mission, and ethos, please refer to our website: [eikonchurch.ca](http://eikonchurch.ca). ECC is part of the Evangelical Free Church of Canada (EFCC) denomination. For more information about the EFCC, please see: [efcc.ca](http://efcc.ca)

This is a part-time position that consists of 16 work hours per week. Salary is commensurate with experience; the salary range for this position is \$16,000 – \$20,000 per annum based on 16 hours per week.

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### KEY RESPONSIBILITIES

#### RESPONSIBILITIES A – GENERAL ADMINISTRATIVE DUTIES

- Attend general staff meeting and all relevant church meetings
- Weekly administrative duties and needs for ECC ministries
- Sunday service administrative duties (pre-service/post-service)
- Assist with lead pastor administrative needs/scheduling support and communications
- General external communication/Receptionist support duties
- Admin support for major and seasonal church events including room booking management
- Meeting minutes, filing, referencing and follow up
- Sunday service guest care and service
- General office maintenance and upkeep; purchase any office supplies
- Assist in the preparation of all AGMs and SGMs
- Lead and support administratively all respective volunteers and servants (individually and team settings)

#### RESPONSIBILITIES B – FINANCE and OPERATIONS ADMINISTRATIVE SUPPORT

- Communication with bookkeeper and accountant
- Sunday offering support (counting and deposit)
- General expense claim processing
- General church bill payments and communication with vendors
- Admin support for all rental and lease contracts
- Manage church records and filing systems to ensure documents are organized and easily accessible for ECC staff and board of directors
- Maintain confidentiality when handling sensitive church and member information

## **QUALIFICATIONS**

- Bachelor's degree preferred
- Minimum 2 years of experience in an administrative role or related role preferred
- Experience in overseeing and managing projects, streamlining processes is an asset
- Desire to exercise effective leadership and discipleship of volunteer team members by nurturing relationships
- Intermediate proficiency in computer applications including Word, Excel, Outlook, MS Teams or similar platforms
- Strong communication skills with the ability to motivate people to become involved in service and leadership
- Excellent interpersonal skills and a collaborative style
- Excellent attention to detail and ability to problem solve and engage in conflict resolution. Able to give and receive candid feedback
- Experience or demonstrated ability to handle sensitive information with integrity and maintain strict confidentiality
- Spiritual maturity and evidence of having been engaged in ongoing, personal spiritual formation
- A valid driver's license and access to a vehicle are required to perform weekly tasks
- Must obtain Criminal Record Check with vulnerable sector screening
- Applicants must be legally entitled to work in Canada

## **APPLICATION REQUIREMENTS**

- Resume or C.V.
- Personal Testimony
- 1 Professional Reference Letter

Please submit your application to [careers@eikonchurch.ca](mailto:careers@eikonchurch.ca) (Subject: Administrative Assistant Application)  
Church Website: [eikonchurch.ca](http://eikonchurch.ca)

We thank all applicants for their interest; however, only shortlisted candidates will be contacted.