



Administrative Assistant - Ministry

37.5 hours per week

Southview Church is a large, multi-ethnic, multi-generational church (1400/weekend) located in Calgary's deep south, with a passion for leading people to know and follow Jesus. There is a long legacy of seeing people transformed by the life changing news of Jesus and propelled forward on mission – both locally and globally. We are passionate about making disciples in our church, in our community, and around the world. We dream of seeing our people living in unity with one another, growing in their faith, serving & caring for others, and telling the story of who Jesus is wherever God has uniquely positioned them.

We are looking for someone who cares about their work and strives for more each day. If you are someone who approaches work with a passion for ministry, curiosity, and the courage to innovate, then this Administrative Assistant role is for you. Reporting to the Executive Assistant and taking direction from Pastors, it will be your responsibility to manage the administrative requirements of ministry proactively, effectively, and independently through the application of strong technical skills and good judgement.

What you get to do:

- Provide administrative support to the Pastor of Worship and Arts through preparation of documents, booking meetings, note taking, expenses, and budgeting.
- Support for Baptisms including bookings, communication, and record keeping.
- Organize communications that occur during weekend and special services.
- Oversee the organization of volunteers for weekend and special services with the Pastor of Worship and Arts.
- Provide support to Marriage Ministry with the Pastor, including following pathways, record keeping, communication, and procurement of supplies.
- Ensure our Education and Ministry classes are supported through preparation of classes, back-end support for scheduling, procuring supplies, communication, bookings, and budgeting.
- Administrative and organizational support to large outreach events.
- Reception and other administrative duty relief.

Who you are:

- A minimum of 5 years experience in an administrative role.
- Experience in administrative work in a church environment is a bonus, but not essential.
- Experienced in handling sensitive and confidential information as well as a full understanding and respect for the treatment of these matters and act accordingly.
- Intermediate to high level of proficiency with Microsoft Office – MS Teams, OneNote, Outlook, Word, PowerPoint, and SharePoint.
- Have an understanding and ability to learn new software and operating systems.
- Excellent communication skills, with a friendly and positive attitude.
- Strong organizational skills with good time management.
- Strategic in your planning by anticipating the needs of the ministry areas and Pastors.

- Takes initiative to complete tasks with minimal supervision and direction.
- A team player who can jump in to help where needed.

This is a permanent position with 37.5 hours per week working Monday through Friday with the possibility of some evenings and weekends (limited). Please submit your resumé and cover letter to [Michele Black, Executive Assistant](#).

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.