



Job Title: Administrative Assistant

Team: Leader Development Team

Location: Calgary, Alberta

About Us:

The Western District of The Alliance Canada provides support to more than 110 churches throughout Alberta and one in the Northwest Territories. We are part of a network of six districts across Canada, with our National Office situated in Toronto, ON.

We are inspired and propelled by our National Vision Prayer:

O God, with all our hearts, we long for (more of) you. Come, transform us to be Christ-centred, Spirit-empowered, Mission-focused people multiplying Disciples Everywhere.

The mission of the Western District is *servicing Leaders who invite others into fullness of life.*

Values:

- WE WORK IN UNISON
- WE BELIEVE IN ONE ANOTHER
- WE DELIVER ON OUTCOMES TO ADVANCE OUR MISSION

Purpose of the Leader Development Team:

The Leader Development Team (LDT) is responsible for developing the overall health and effectiveness of the 500+ Licensed Workers in the WD. The LDT works synergistically with the Church Development Team to create a seamless approach as we serve leaders who offer others fullness of life. The LDT also works synergistically with the National Office of The Alliance Canada to align on national leader development initiatives.

Accountability and Relationships:

- Reports to and works closely with the Assistant District Superintendent (ADS) for Leader Development
- Works collaboratively with Leader Development Team: ADS for Leader Development, Leader Development Associate - New Leaders, Peer-to-Peer Mobilizer, and the Personnel Administrative Assistant.
- Works collaboratively with The Western District Church Development Team and Operations Team.
- Works on The Administrative Team within The Operations Division.
- Is supported by The Systems and Administration Manager.

Job Description:

- If you have the passion and capability to help others, we would like you to consider this role. We are looking for an Administrative Assistant to join our team to support denominational leaders. It is critical the holder of this role have a growing relationship with Jesus and be engaged in one of our churches. The view from this chair provides the ‘big picture’, dealing with the churches in our district and teams from across Canada and beyond.

Core Competencies:

- Appreciation for a leadership model that is driven by communal discernment, co-creation, and co-ownership.
- Comfortable in a highly relational work environment.
- Ability to work independently and effectively utilize technology (i.e. MS Office, relationship and learning management systems).
- Enjoys giving careful attention to detail.
- Excellent written communication and interpersonal skills.
- Ability to conduct research and create reports or presentations.
- Ability to learn and adapt.
- Ability to handle sensitive information with utmost discretion and confidentiality.
- A proven track record of effectively managing teams of executives/implementers.
- A proven ability to graciously challenge team members or “lead up.”

Core Responsibilities:

- Provide strong administrative systems development and support, together with accompanying data management for the WD Leader Development Team (LDT). (25%)

Currently this includes areas such as:

- New Workers Onboarding
- Peer Coaching Circles
- Large Group Networks
- Disciple-Making Resource management
- Renewal Resource management
- Ongoing Leader Development Initiatives

- Work with the LDT to develop, manage, and maintain online Learning Management Systems (LMS). (10%)
- Responsible for project management of various LDT events using project software (venue booking, scheduling, registration, budget etc.). (25%)
 - Onsite event oversight required at some LDT retreats, workshops, etc.
- Draft, review and send communications on behalf of the Leader Development Team as appropriate. (10%)
- Attend meetings and take notes of discussions; prepare the initial draft of minutes and summaries and record keeping of all meetings. (5%)
- Manage the budget of the Leader Development Team. (5%)
- Assist the WD Office in significant events such as Prayer Retreat and District Conference. (20%)

Requirements:

- A follower of Jesus Christ and a regular attender at an Alliance church
- A Business Management diploma or higher or its equivalent.
- Five or more years of experience in an office managerial/administrative role.
- Familiarity with RockRMS and Learning Management Systems (LMS) would be considered an asset.

Benefits:

- Comprehensive health and dental benefits package.
- Paid time off and holidays.
- Salary is commensurate with education and experience and consistent with The Western District salary grid.

Working Conditions:

- Calgary or Edmonton with some travel required (10-12 days per year)
- Full time (40 hours per week)
- Permanent Employment

Please email your cover letter and resume to careers@thewcd.ca. This posting will remain open until a suitable candidate is found. You will be contacted if we wish to proceed with an interview process.