

Executive Assistant, Executive Office

Are you someone with organization, communication and project management skills that can support our executive office? Sherwood Park Alliance Church is looking for an enthusiastic person to be a key team member in a dynamic environment.

The Executive Assistant provides advanced-level administrative and project assistance for the executive team and thrives in working collaboratively, building relationships throughout church teams and the broader community.

KEY ACCOUNTABILITIES:

Scheduling and Administrative Support

- Coordinate schedules, book appointments and arrange meetings.
- Prepare reports, meeting minutes and correspondence; follow up on open action items.
- Maintain confidentiality and sensitivity in all communication; assist with writing, editing and proofreading as needed.
- Prepare and monitor annual budgets; coordinate invoices and expense submission.

Organizational Administration

- Develop understanding of governance matters and Christian and Missionary Alliance structure.
- Develop support network with colleagues at denominational offices and other churches.
- Manage organizational record keeping (i.e. regulatory filings; Hubs; org charts; authorized signatories; annual business registration).

Projects

- Work independently to complete research and compile background information from a variety of sources; manage timelines, create deliverables, draft recommendations.
- Collaborate with all ministry areas on projects when needed.

QUALIFICATIONS:

- Formal education and minimum three years' experience in Administration or equivalent.
- Adaptable to competing demands, demonstrating a high level of service and response while prioritizing and meeting deadlines.
- Proficient with CRM software, MS Office and various other software tools.
- Experience with and understanding of the non-profit sector is considered a strong asset.

SKILLS:

- Excellent interpersonal skills and communicator in written and verbal forms.
- Team oriented, with positive attitude and proactive nature.
- Adept at getting to the core of issues for solutions; problem solver.
- Proficient with CRM software, MS Office and various other software tools.

SPECIAL NOTES:

- 20-25 hours per week around the school calendar. Reporting to: Director, Operations.
- Will follow and live by the "Rule of Life" adopted by the SPAC staff and adhere to the Staff Handbook.
- Member of Sherwood Park Alliance Church or willing to work towards membership.

If this opportunity interests you or you know someone who may be a good fit, please submit resume to human.resources@spac.ca.