



Administrative Assistant

Summary: The Administrative Assistant provides administrative support to the Pastor of Spiritual Formation, Lead Pastor, and Director of Operations.

Working Relationships: Reports to the Pastor of Spiritual Formation, also works closely with the Lead Pastor and Director of Operations

Hours: Part-time up to 10 hours per week (hours are flexible)

Responsibilities:

- **Volunteer Coordination (50%):**
 - Ensures that prospective volunteers progress through the intake process in a timely manner, following the Redwood volunteer strategy and Plan to Protect requirements.
 - Maintains the Volunteer Database alongside the Director of Operations, making regular updates with role changes and new volunteer information.
 - Connects with Ministry Leads regularly to support and deploy new volunteers into available roles.
 - Oversees administration and scheduling of the GEM Team volunteers, including the Cafe team, Ushers, Welcome Desk, etc.
 - Updates Volunteer role cards, applications and communications with changes and current opportunities.
 - Connects with Worship and Communications Pastor to provide communications regarding volunteer needs and updates for the website, connection card and other communication methods (service slides, announcements, newsletters, social media, etc.)

- **Administrative Assistance (50%):**
 - Assists the Pastor of Spiritual Formation with course and event administration: setting up registrations, sending communications to registrants, ordering materials & supplies, managing event workflows, photocopying & proofreading, and room & course material set-up.
 - Ensures the Welcome Desk is tidy, well-stocked and ready for Sunday morning needs.
 - Assists the Pastor of Spiritual Formation, Lead Pastor and Director of Operations with additional administrative support as required.

Required Skills and Experience:

- Relevant education and/or significant work experience in administration
- Preference given to those with theological training and/or experience in a church or Christian non-profit setting
- Possesses strong computer and technological skills
- Confident and skilled in managing workflows, spreadsheets and systems

Key Qualities:

- Possesses an authentic, growing faith in Christ and spiritual maturity
- Possesses excellent organizational, administrative, and communication skills
- Able to organize volunteers and be a team player
- Teachable, able to anticipate needs and problem solve
- Trustworthy and able to maintain confidentiality
- Able to carry out duties with minimum supervision

Our Vision:

We are a community of reconciliation.

Our Mission:

As a community being reconciled through Jesus, Redwood Park Church joins God in His mission to see all people reconciled to Him, to themselves, to each other, and to the earth.

Our Hope:

As God's Kingdom is revealed in our midst, Northwestern Ontario becomes one of the best places in Canada to live for all people.