

Missions Team Admin Assistant

37.5 hours per week

1-year contract position (possible extension)

Role Specifics

- Administrative support for Refugee Sponsorship Program (in partnership with the Canadian Government)
 - Support emails, phone inquiries, and walk-in inquiries
 - Assist with collection of deposits and record keeping of funds
 - Keep organized and detailed records on master spreadsheet for both the NMC & FAC's Refugee Cases
 - Accompany Refugee Ministries Pastor on home visits when needed
- Administrative support for the Mission Team and ministries
 - Assist in the communication between the Missions Team, ministry teams/volunteers that include:
 - Global Mission Team
 - Food Bank
 - Seasonal Ministries
 - FAC International
 - English Class
- Maintain database in Realm for all of the above areas and provide administrative support to ministry leaders and volunteers when and as needed.
- Attend Mission team meetings, Global staff meetings
- Other duties as assigned

Qualifications

- Proficient in Microsoft Office software
- Previous office experience preferred
- Interpersonal skills, professional and courteous demeanor, excellent office and phone etiquette
- Self-starter with initiative and adept at following through tasks and goals
- Strong communication and organizational skills
- Ability to operate in a deadline-oriented environment with multiple simultaneous assignments
- Be in agreement with the Christian & Missionary Alliance statement of faith and able to sign the FAC staff code
- Cross-cultural experience is an asset

Application Process

Submit a cover letter and resume by email to:

Briana Southerland, Missions Pastor

Email: bsoutherland@faccalgary.com

*This posting will remain open until November 21, 2024 or until a suitable candidate is found.
You will be contacted if we wish to proceed with an interview process.*