



## **Administrative Assistant**

20 hours per week

### **Role Specifics**

- Support for Harvest Ministries, Facilities, Cornerstone Resources, Café/Bistro preparing signage for events and in-store events as required, assist with monthly inventory as needed
- Support for Student Ministries (Grade 5/6, Youth, Young Adults) and Family Life Pastor
- Maintain/configure Realm database and assist staff in navigating/using Realm
- Administrative support for KeepSAFE
- Manage phone system – oversee repairs, configure/assign users in phone system
- Attend team meetings, global staff meetings, admin. team meetings

### **Qualifications**

- Proficient in Microsoft Office software (Word, Excel, Publisher)
- 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
- Previous office experience preferred
- 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

### **Application Process**

Submit a cover letter and resume by email to:

Cathie Hall, Office Administrator

Email: [chall@facalgary.com](mailto:chall@facalgary.com)

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