



Abbotsford Pentecostal Assembly

3145 GLADWIN ROAD, ABBOTSFORD, BC, V2T 5T4, CANADA

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Administrative Assistant

Reporting to: Associate Pastor

Remuneration:

- 42,844 annual salary (based on working 35 hours per week @ \$23.64 per hour)
- Extended health, dental and vision through Canada Life
- Holiday time based on current APA personnel Policy

Summary

The Administrative Assistant is responsible for assisting in the areas of office reception, human resources, facilities rentals, event coordination and other administrative duties, all of which support the overall vision, mission and goals of APA.

General Responsibilities

- Maintain a personal relationship with God through Jesus Christ.
- Be personally committed to life-long learning.
- All staff are expected to help wherever needed either by their own initiative or as directed by the Lead Pastor or their immediate supervisor.

Primary Objectives

1. Assist with office supervision, church administration and supply management (5-10 hours per week)
 - Complete tasks as designated by the Lead Pastoral Team, or the Associate Pastor.
 - Perform administrative tasks that may include applications, renewals, and communications with vendors or municipal officials.
 - Track and order supplies for the kitchen, storage room and other ministries, as needed.
 - Maintain and Update Planning Center/People and Google Contacts as needed.
 - Schedule ministry events/reserve rooms on the Planning Center church Calendar.
 - Function as an Authorized Contact for volunteer Criminal Record Checks.
 - Order necessary office supplies, handle incoming and outgoing mail as necessary.
2. Assist with Reception and Ministerial Needs (5-10 hours per week)
 - Welcome guests and congregation members; announce appointments; screen drop-in visitors.
 - Receive and re-route all incoming calls; take messages.
 - Maintain or change outgoing greeting on as needed basis.
 - Receive, respond to, or forward all general emails.
 - Receive and distribute mail; prepare mail for pick-up & take mail to postal outlet.
 - Display temporary signage for special/weekly events.
 - Take payments/donations at the front office.
 - Water office plants.
 - Be the first point of contact for congregational, benevolence and bereavement needs, as necessary.
 - Assist in the administration of Pastoral Care needs such as funerals and meal ministry.
 - Assist, as needed, in an administrative capacity with all pastoral team members' ministerial duties.
3. Provide oversight to all rentals of APA facilities (5-10 hours per week)

- Communicate rental rates and policies
 - Issue rental agreements and ensure terms and conditions are met.
 - Issue invoices and follow up for payment
 - Effectively and efficiently manage and process a variety of time sensitive requests. This includes meeting with individuals, groups, and event coordinators to discuss their needs and use of facility. This may include some work outside of normal office hours.
 - Schedule & coordinate custodians, sounds/media techs and other personnel for events as needed.
 - Role may require additional working hours to facilitate rentals. Employee will be paid according to the Rentals Policy.
4. Assist with event coordination and oversight (5-10 hours per week)
- Help with team scheduling and oversight for Sunday services. Fill gaps in volunteer areas as needed. Help coordinate special elements of the service.
 - Provide organizational and administrative assistance for events including (but not limited to) Summer Socials, Fall Launch, Newcomers Lunch, Discover APA, Ministry Fair, Team Rally, etc.
 - The Administrative assistant will be expected to work on Sundays with the flexibility to work on Friday as an administrative day instead (with the permission of the Lead Pastor).
5. Assist with Human Resource Responsibilities (2 hours per week)
- Assist in tracking staff time off and days away.
 - Maintain filing system, including employee files.

Required Education/Experience

- Experience working in a related field with a track record of effectiveness.

Required Knowledge/Skills

- Must hold a strong Evangelical/Pentecostal Christian faith commitment and perspective.
- Must possess strong organizational and multitasking skills.
- Must possess excellent communication skills.
- Must be able to use technology effectively.
- Must be able to relate to individuals with compassion, sensitivity, honesty, candour and confidence.
- Must be able to obtain a criminal record check that is without offence.
- Must be organized and able to develop and administer systems to facilitate required work.

Performance Measurements

- Bi-weekly: Check-in with Supervisor
- Seasonally: Determine any necessary changes to systems and processes
- Annually: Position and Performance Review

Posting Closes July 29

Email resume to dave@apaonline.ca