

ECC Office Admin Attributes

The work environment and office culture are *over-the-top*! Friendly, encouraging, creative, developmental, respectful ... could go on and on!

Attributes of the person filling the position of ECC Office Admin:

- An IMMERSED believer, follower of Jesus Christ with a fully integrated commitment to the Christian Faith.
- Total respect for and commitment to confidentiality, honesty, trustworthiness, kindness, charitable view of others, ... in other words, INTEGRITY – Christian principles fully integrated into daily living and moment by moment conduct.
- Excellent communication skills – both written and verbal
- Highly creative and adaptable
- Enjoys engaging with people
- Able to embrace variety and multi-tasking
- Good at engaging others in the ministries, as well as the “tasks” of the church. Able to encourage service and community in the church through delegation.
- Comfortable with computer software of various types – reading, clicking, “figuring it out” (the software we use is very intuitive)
 - Familiarity with Titley, Breeze, Filmora, the Microsoft, Canva, etc
- Familiar (and ideally expert in) the Google environment as well as Microsoft 365.
- We work with Canva a lot – therefore, being familiar with Canva or willing to tinker around and figure it out, is a big plus.