



**Job Position: Administrative Assistant**

**Starting Date: February 1, 2018**

**Duration: Part-time, up to 20 hours per week**

**Schedule: Generally weekdays; occasional Sundays**

The focus of the Administrative Assistant position is to assist staff and ministry volunteers in the execution of their responsibilities.

**Primary Responsibilities:**

- Give administrative support to Pastor of Connection Ministries including: calendar management, communication, event bookings, travel arrangements, financial tracking, etc.
- Assist with Connecting and Men's Ministries Events—preparation for and on-site (when needed) - Welcome Lunches, Usher/Greeter events, Men's retreats, North of 30 events, etc.
- Work with volunteers.
- Attend Staff meetings and all-staff events.
- Assist with Reception and general office administration as needed.

**Necessary Abilities:**

- A fully devoted follower of Christ.
- Possess a passion for administrative functions.
- Excellent people skills and ability as a team player.
- Good working knowledge in Microsoft Office, database management & the Internet. Graphic design experience would be helpful.
- Spiritual gifts of administration, helps, discernment are assets.
- Attentive to detail and excellence.
- Good organizational skills.

**Submit Resumes**

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