

Gospel Centre Pentecostal Church
9445 153 St NW
Edmonton, AB
T5R 1R2
780-484-0085

Administrative Assistant Job Description

Overview of position:

This is a 42-44 hour full-time position in a growing, multicultural, multigenerational, Pentecostal church located in Edmonton, Alberta (<https://www.edmonton.ca/>).

The Church Administrative Assistant is a pivotal role responsible for managing various administrative functions to ensure efficient operation and communication within the church community. This position requires a detail-oriented individual who is highly organized with strong communication skills.

General Responsibilities:

- Create and send out the church's weekly email.
- Keep track of incoming prayer needs and praise reports and send them out in a weekly email to our prayer team.
- Create slide graphics using Canva for our weekly church announcements and other events.
- Add verbal/video announcements into the service plan using Planning Center.
- Manage the church website and app (updating important information and adding new events to the website).
- Ministering and directing people over the phone and as they come into the office
- Preparing the building for Saturday and Sunday services.
- Managing inventory and ordering of various supplies, including cleaning supplies, office supplies, coffee bar supplies, and all other church-related items.
- Proficiency in multiple platforms, including Breeze church management system, all of which can be easily learned.
- Managing building rentals.
- Overseeing two different email accounts.
- Maintenance of all office equipment, including the printer, phones, computers, and security system.
- Handling key agreements.
- Managing membership applications and police checks.

- Will be in a position that supports the Senior Pastor with other ministry duties as required
- Representing the church and its leadership well
- Keeping track of numbers and stats, creating booklets, taking notes during meetings, and managing church files.

Qualifications:

- The individual will be born again, and spirit-filled
- Will adhere to the PAOC's statement of essential truths
- Must be self-motivated, relational, and should enjoy talking to others.
- An aptitude for technology
- Expertise in organizational skills
- Proficiency in Microsoft, Excel, Word, and Canva (all of which can be taught)
- Willing to go the extra mile to serve
- Must have a clean criminal record check
- All experience and education that is applicable to this position will be looked at

We are looking for a passionate individual to join our team and represent our multicultural, multigenerational, growing church.

(<https://www.gospelcentre.com/>)

Please send your application to dsariah@gospelcentre.com