

JOB TITLE: Family Admin Support

REPORTS TO: Family Ministries Team Lead to the Executive Pastor to the Lead Pastor

POSITION STATUS: Permanent Full-Time (30hrs/week) (Includes Sunday Work)

POSITION PURPOSE:

The Family Admin Support exists to provide essential administrative assistance for Family Ministries (GPAC Kids and GPAC Youth). By managing key processes, communication, and administrative tasks, this position ensures ministry leaders, volunteers, and families are supported so that the focus remains on discipling children and youth to follow Jesus.

KEY AREAS OF RESPONSIBILITY:

- **Data & Records Management**
 - Maintain and update the ministry database to track attendance and participation.
- **Communications & Publications**
 - Handle Word processing, graphic design, and production of various publications, reports, and correspondence related to GPAC Kids and GPAC Youth.
 - Manage social media accounts and ensure consistent communication with parents in both GPAC Kids and GPAC Youth ministries.
- **Team Oversight & Compliance**
 - Oversee and manage the Children's Registration counter team.
 - Administer and manage Plan to Protect®, ensuring proper information management and compliance.
- **Event Coordination**
 - Assist in the planning and execution of events for both ministry areas.
 - Assist with general church events outside of the Family Ministries, as time permits.
- **Volunteer Support**
 - Assist in recruiting and scheduling volunteers.

QUALIFICATIONS

- Available to work Sundays.
- Previous administrative experience, preferably in a ministry, nonprofit, or educational setting.
- Strong proficiency with Microsoft Office Suite, and database management tools.
- Familiarity with design software (such as Canva).
- Strong written communication skills.
- Willingness to learn and manage new programs and software.
- Experience managing social media platforms (Facebook, Instagram, etc.) for organizational purposes.
- Strong organizational skills with the ability to manage multiple projects simultaneously.
- Detail-oriented with excellent record-keeping skills.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Alignment with GPAC's vision to Make Jesus Known and commitment to Christian values.
- Committed to ongoing personal, spiritual, and professional development as a lifelong learner.
- Candidates must be legally eligible to work in Canada before being hired.

What Will Help You Thrive:

- A genuine passion for serving children, youth, and their families.
- Creativity in designing engaging communication materials.
- A proactive, solutions-focused mindset, anticipating needs before they arise.
- Flexibility to adapt to changing priorities and ministry needs.
- A collaborative spirit and willingness to work closely with ministry leaders, volunteers, and church staff.
- Strong time-management skills to balance ongoing tasks with seasonal projects and events.
- The ability to create warm, welcoming interactions for families and volunteers.
- Confidence and willingness in learning new tools, systems, or processes quickly.
- A heart for prayer and spiritual encouragement of the team.
- Joy in seeing ministries run smoothly because of your behind-the-scenes efforts.

TO APPLY:

Email your cover letter and resume to dwayneb@gpalliance.ca.

This position will remain open until the suitable candidate is selected.