

JOB TITLE: Adult Admin Support

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

POSITION STATUS: Permanent Full-Time (40hrs/week) (requires flexibility for evening and weekend hours)

POSITION PURPOSE:

The Adult Admin Support provides administrative assistance to our Adult Ministries (Congregational Care & Discipleship, Faith In Deed, Global Impact, GPAC Women, and Recovery & Support). This role supports adult spiritual formation ministries by coordinating calendars, ensuring clear, timely communication, organizing ministry events, and assisting with volunteer coordination. The ideal candidate will be passionate about the impact of ministry within the church, administratively gifted, and experienced as an intuitive, proactive gap-filler. Because deliverables and the leaders supported will vary widely, this position requires excellent time-management and communication skills, flexibility, and adaptability.

KEY AREAS OF RESPONSIBILITY:

- **Administrative & Data Support**
 - Provide administrative support for Adult Ministries.
 - Manage schedules, calendars, and room bookings for Adult Ministries events and programs.
 - Maintain accurate ministry records, volunteer rosters, and attendance reports for the department
 - Oversee supply orders, curriculum distribution, resource preparation, and editing.
 - Maintain and organize all administrative records, systems, communications, and reporting for the pantry program—ensuring accurate data, up-to-date church family, client, and volunteer information, resource coordination, and support for planning and program goals.
 - Implement and maintain processes and organization.
 - Assist with other duties assigned by the Adult Ministries' Team Lead.
- **Communication**
 - Coordinate announcements, newsletters, and updates in collaboration with the Communications Ministry.
 - Assist in creating and scheduling social media content for Adult Ministries platforms.
 - Maintain groups, email lists, materials, and communications.
- **Event & Program Coordination**
 - Support the planning and execution of ministry events, classes, and programs.
 - Support planning and execution of large events by organizing supplies, tracking participants, coordinating logistics, and assisting with event operations.
 - Assist with creating and printing event signage and materials.
- **Volunteer Support**
 - Coordinate volunteer scheduling and communication across all Adult Ministries.
 - Coordinate and support volunteers by managing schedules, filling gaps, assisting with systems, maintaining resources, and tracking supplies while keeping the director informed of any issues.
 - Provide resources and encouragement to ministry leaders and teams.

QUALIFICATIONS

- Previous administrative experience, preferably in a church, nonprofit, or community-focused organization.
- Proficiency with Microsoft Office Suite, Canva, SharePoint, and database management tools, preferably Planning Center Online.
- Excellent organizational and time-management skills with strong attention to detail.
- Strong written and verbal communication skills with the ability to coordinate multiple projects and meet deadlines.

- Comfortable using social media platforms for ministry communication.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- While this role is primarily Monday-Friday office hours, the suitable candidate must be available to work some evenings and weekends.
- In agreement with The Alliance Canada Statement of Faith.
- Candidates must be legally eligible to work in Canada before being hired.

What Will Help You Thrive:

- A proactive, solution-focused mindset, anticipating needs before they arise.
- A collaborative spirit with a heart to serve ministry leaders, volunteers, and guests.
- Flexibility to adapt to changing priorities and ministry needs, and able to pivot easily.
- Confidence in learning, using, and developing new systems, tools, technology, and processes.
- Able to manage multiple tasks while also making people feel valued and understood.
- Joy in supporting the behind-the-scenes details that allow ministries to flourish.
- Ability to receive instruction and work under deadlines.

TO APPLY:

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

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