

# Beulah Alliance Church

## Job Posting: Administrative Assistant



As a part of Beulah's Administrative Services Team, this position is responsible for managing all administrative tasks within assigned ministry areas, to support effective and efficient execution of ministry.

**Position Type:** permanent, full-time, 40hrs/wk

**Location:** 17504 98a Ave NW, Edmonton AB

### Role responsibilities:

- Work cooperatively with other support staff to provide administrative support across Beulah's campuses.
- Manage administrative aspects of events, courses and activities including room bookings and processing registrations.
- Manage and update ministry department databases/information.
- Create and manage new systems as required.
- Provide administrative support for volunteer leaders and correspond with volunteers as required.
- Record, transcribe, and distribute minutes of team meetings.
- Prepare and/or edit internal and external communications.
- Gather statistics and enter data into various databases.
- Prepare and run reports.
- Record funds received and process according to financial guidelines.
- Maintain and update electronic and hard copy files and records.
- Maintain ministry resources and supplies.
- Source vendor and place orders/purchases.
- Provide receptionist services as required.
- Manage projects and attend meetings as required.

### What will make you thrive:

- Aligned with Beulah's vision to awaken greater Edmonton to King Jesus.
- Two to four years of administrative experience.
- Diploma or certificate from a post-secondary institution in administration support or related field or have equivalent work experience.
- Understanding of church ministry and church function.
- Superior attention to detail and the ability to complete multiple projects in a timely manner.
- Excellent computer skills, including proficiency in Microsoft Office (Word, Excel, PowerPoint, Publisher, and Outlook. OneDrive and Teams an asset) and above average familiarity with database programs.
- Be a flexible, cheerful, patient, and strong team player with a desire to support and assist.
- Strong interpersonal, verbal and written communication skills.
- Able to manage multiple tasks and achieve deadlines under pressure.
- Willing and able to work at a fast pace in a variety of settings and circumstances, with composure and flexibility.
- Task oriented and comfortable with data entry.
- Trustworthy to follow through with delegated responsibilities in a timely way.
- Demonstrated assertiveness and ability to develop and implement projects.
- Primary spiritual gifts: administration and helps.

Think you're a great fit for this job? If you believe that God may be calling you to this position, please submit your resume and cover letter to [hr@beulah.ca](mailto:hr@beulah.ca). No phone calls please. We thank all applicants for their interest; however, only candidates under consideration will be contacted.