



## **Executive Assistant**

37.5 hours/week

Start date: July 1, 2025

FAC is seeking a highly organized and proactive Executive Assistant to play a pivotal role in supporting our Lead Pastor and Sr. Associate Pastors by managing administrative tasks, coordinating schedules, and ensuring seamless daily operations. The Executive Assistant will oversee the Admin Team and coordinate office services.

This position requires exceptional organizational skills, discretion, and the ability to handle multiple priorities in a fast-paced environment. You will act as a trusted partner, facilitating communication, managing confidential information, and ensuring pastors can focus on strategic priorities.

### **Key Roles:**

- Assist the Lead Pastor and Sr. Associate Pastors with daily administrative duties and tasks that include managing and coordinating active calendars of meetings and appointments
- Support the Leadership Team with the coordination and scheduling of staff activities, attending meetings, recording minutes and following up on assigned action items
- Book travel, conferences and events for all staff
- Coordinate and arrange logistics for all Board of Elders meetings
- Coordinate and communicate with staff and Board of Elders to ensure timely and accurate information flow
- Assist with the on-boarding of new staff members
- Member of the Operations Team and responsible for managing and providing guidance for Admin Team, and ensuring maximum support is available for staff.
- Point of contact for office equipment, office moves and office supplies inventory, anticipating needed supplies, placing, and expediting orders for supplies.

### **Experience:**

- A minimum of 5 years experience as an Executive Assistant or a similar role
- Previous church experience and familiarity with The Alliance Canada is an asset

### **Skills and Attributes:**

- Embodies FAC's values and aligned with its purpose and ambition
- High level of personal integrity and professionalism
- Excellent organization, time management, verbal and written communication skills with an emphasis on confidentiality, good professional judgement, and the confidence to articulate effectively.
- Exceptional interpersonal skills and ability to interact comfortably with a wide variety of audiences
- Impeccable attention to detail and accuracy
- Ability to anticipate needs and manage competing demands with high attention to detail
- Proactive, innovative, creative, a strong sense of responsibility and a problem-solver
- Advanced proficiency in Microsoft Office Suite (Word, Teams, One Drive, Excel, PowerPoint, Publisher).



**Application Process:**

Submit a cover letter and resume by email to:

Cathie Hall, Office Administrator

Email: [chall@faccalgary.com](mailto:chall@faccalgary.com)

*This posting will remain open until a suitable candidate is found.  
You will be contacted if we wish to proceed with the interview process.*