

**Job Title:** Executive Assistant

**Team:** Executive Leadership Team / Operations

**Location:** Calgary, Alberta

### **About Us:**

The Western District of The Alliance Canada provides support to more than 110 churches throughout Alberta and one in the Northwest Territories. We are part of a network of six districts across Canada, with our National Office situated in Toronto, ON.

We are inspired and propelled by our National Vision Prayer:

*O God, with all our hearts, we long for (more of) you. Come, transform us to be Christ-centred, Spirit-empowered, Mission-focused people multiplying Disciples Everywhere.*

The mission of the Western District is *serving Leaders who invite others into fullness of life.*

### **Job Description:**

The Executive Assistant supports the District Superintendent (DS) and Assistant District Superintendent (ADS) of Operations within the district. This role exists to enhance the effectiveness, communication, and ministry capacity of district leadership by providing high-level administrative assistance, coordination of meetings and events, and proactive project support.

This position requires professionalism, discretion, and a heart for ministry, with the ability to manage both routine administrative tasks and dynamic leadership priorities in a faith-based organizational context.

### **Accountability and Relationships:**

- Reports to and works closely with the District Superintendent (DS) for Western District and Assistant District Superintendent (DS) of Operation
- Works on The Administrative Team within The Operations Division
- Is supported by The Systems and Administration Manager

### **Breakdown of Position:**

- Executive Support and Duties (45%)
- Office Administration (30%)
- Finance Team Support (10%)
- General Administration Team / Operations Team Support / District-wide Events (15%)

**Core Competencies:**

- **Technical Skills:**
  - Proficiency in using office software such as Microsoft Office Suite
  - Knowledge of administrative tools such as calendar management software.
- **Communication Skills:**
  - Excellent interpersonal skills, with the ability to engage effectively and confidently with diverse audiences.
  - Strong verbal and written communication skills.
  - Professional and courteous manner in handling inquiries and requests and handle sensitive information with discretion
- **Organizational Skills:**
  - Ability to prioritize tasks and manage time effectively.
  - Impeccable attention to detail and accuracy.
  - A proven track record of effectively managing teams of executives/implementers.
- **Problem-Solving Abilities:**
  - Proactive, innovative, creative, a strong sense of responsibility and a problem solver.
  - Critical thinking skills to analyze situations and recommend solutions.
  - Flexibility and adaptability in responding to unexpected challenges.
- **Teamwork and Collaboration:**
  - Appreciation for a leadership model that is driven by communal discernment, co-creation, and co-ownership.
  - Ability to support team members and contribute to a positive work environment and ability to graciously challenge team members or “lead up.”
- **Education and Experience:**
  - A Business Management diploma or higher or its equivalent.
  - Five or more years’ experience in an office managerial/ executive administrative role.
  - Knowledge of governance frameworks and board management processes, including meeting preparation, documentation, and compliance requirements.
  - Proven ability to plan and deliver high-level, complex events involving intricate logistics and technical requirements.
- **Additional Skills:**
  - Knowledge of specific software or systems relevant to the organization's operations.
  - Familiarity with basic accounting or finance principles (for roles involving budget tracking or expense reporting).

**Requirements:**

- A follower of Jesus Christ and a regular attender at an Alliance church
- Spiritual Gifts: Administration; Service; Hospitality

**Benefits:**

- Competitive salary
- Comprehensive health and dental benefits package
- Paid time off and holidays

**Working Conditions:**

- Normally working at our Calgary office in the southwest; some travel and work at remote locations
- Full time (40 hours per week)
- Expected start date: October 2025 or earlier

**Please email your cover letter and resume to [careers@thewcd.ca](mailto:careers@thewcd.ca).** This posting will remain open until a suitable candidate is found. You will be contacted if we wish to proceed with an interview process.