The Western District
of The Alliance Canada

Job Title: Administrative Assistant -**Temporary leave replacement**

Team: Leader Formation Team

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:

If you have the passion and capability to help others, we would like you to consider this role. We are looking for an Administrative Assistant to join our team to support denominational leaders. It is critical the holder of this role have a growing relationship with Jesus and be engaged in one of our churches. The view from this chair provides the 'big picture', dealing with the churches in our district and teams from across Canada and beyond.

Accountability and Relationships:

- Reports to and works closely with the Assistant District Superintendent (ADS) for Leader Formation Team
- Works synergistically with The Leader Formation Team
- Works collaboratively with The Church Development Team
- Works on The Administrative Team within The Operations Division

Core Competencies:

- Technical Skills:
    - Proficiency in using office software such as Microsoft Office Suite

- Understanding and experience with Church Database (CRM) Systems
- Knowledge of administrative tools such as calendar management software.

- Communication Skills:
  - Strong verbal and written communication skills.
  - Ability to handle sensitive information with discretion.
  - Professional and courteous manner in handling inquiries and requests.
- Organizational Skills:
  - Ability to prioritize tasks and manage time effectively.
  - Attention to detail in tasks such as data entry, filing, and record keeping.
  - A proven track record of effectively managing teams of executives/implementers.
- Event Management
  - From creation to execution of small to medium-sized events
  - Coordinate with external vendors and locations
  - Budget management
- Problem-Solving Abilities:
  - Critical thinking skills for analyzing situations and recommending 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/ administrative role.
- 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).

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Responsibilities:

- Travel and Expense Management (5%)
- Calendar Management (10%)
- Proofing and Branding of Resources (10%)
- Communications (10%)
- Report Preparation and Formatting (15%)
- Meetings and Events for Leader Formation Team (15%)
- Project Management (15%)
- General Administration Team / Operations Team Support / District-wide Events (20%)

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)
- Temporary Term Contract
- Expected start date: as soon as possible

Please email your cover letter and resume to 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.