



Job Description

Title: Administrative Assistant

Reports to: Calgary Program Manager

Based at: Hope Mission Calgary

Hours of work: Monday-Friday 8:30am to 4:30pm. Some evening and weekends required for special events as needed.

Hope Mission is a non-denominational Christian inner-city rescue mission based in Edmonton, Alberta. Hope Mission also has branches in Calgary, Red Deer, Wetaskiwin, and 2 summer camps.

Mission Statement: Hope Mission exists to serve, strengthen, and uplift men, women, children and youth through the life-changing gospel of Jesus Christ.

Our Vision

Hope Mission has a vision that men, women, youth and children who come to our doors would come to know Jesus Christ as their personal Lord and Saviour.

This vision can be fulfilled only if all staff are diligent in serving, strengthening and uplifting people in the name of Jesus Christ.

Job Summary: Hope Mission's Calgary programs, meals, and care to children, youth, and families in East Calgary. The Administrative Assistant will support the Program Manager, program team and kitchen team to ensure the day to day administration activities are developed and maintained in order that the ministries and programs can continue to run as smoothly as possible. Key responsibilities will include overseeing our front office at the HUB.

Key Attributes:

- Leadership: Lead through serving.
- Communication: Maintain clear communication within Hope Mission: Program Manager, the outreach team, purchaser, HR, Accounting, and with participants of the programs.
- Team Work: Active participation in staff meetings and functions. Serve, strengthen, and uplift other team members.
- Faithful, Available, and Teachable: Serve with faithfulness and excellence. Be consistent in work and willing to grow in character and skill. Be willing and ready to serve, strengthen, and uplift people in the name of Jesus Christ.

Main Duties and Responsibilities:

- Administrative Support: Assist the Tegler Youth Centre Manager in administration (Petty Cash, Purchase Orders, Capital Expenditures, Invoices, Donations, etc). Ensure the daily operations of the office are managed in accordance with Hope Mission policies and procedures.
- Reception: Answer the phones and manage the front desk with a warm and friendly presence while providing accurate information to inquiries. Coordinate internal and external resource referral information for people who come through Hope Mission's doors. Be ready and willing to lend a listening ear and direct people to appropriate services.

- Inventory: Maintain an inventory of supplies and coordinate orders as needed.
- Payroll: Assist with compiling and submission of monthly timesheets to payroll.
- HR: Assist with sending paperwork
- Database: Upkeep and maintain records for clients and staff members. Retrieve client or staff information when needed.
- Donations: Receive donations and respond in kind to our donors as per policies and procedures of Hope Mission.
- Outreach Ministry: Support the ministry team as they run programs to children and families. Develop relationships with the children and families who come to Hope Mission programs. Be available to join in program on occasion when there are staff away.
- Event Planning: Support the team with event administration and execution.
- Perform other relevant duties as assigned by the Tegler Youth Centre Manager.

Minimum Qualifications & Skills:

- Ministry Experience: Relevant experience in ministry involving administration, leadership, children, youth, and outreach. Understanding of various challenges of those “at risk” and able to handle relevant reports.
- Administrative Experience: Training or experience in managing business and fiscal affairs. Experience with Office Programs (Word, Excel, Powerpoint, Media).
- Self-Starter, Team Player, Multi-tasking, Flexible: Able to manage competing priorities and multiple activities, events, and situations. Works well under pressure and requires minimal supervision.
- Education: Completion of high school, Business Administration or Ministry Degree an asset.

Other Requirements:

- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith.
- **Must be legally entitled to work in Canada on a full-time basis.**
- Able to provide Criminal Record Check with a Vulnerable Sector Search and a Child Intervention Record Check
- A letter of reference from a ministry or church is an asset
- Adherence to Hope Mission’s Policies and Procedures.