



ADMINISTRATIVE ASSISTANT

~ Operations ~

Permanent, Full-Time Position (40 Hours per Week) Hello! We are Centre Street Church, committed to making an impact on people's lives, our communities, and the world. How do we do that? By leading people to Jesus and helping them become fully devoted followers of Christ. That's the driving purpose behind everything we do.

Though we are a large church, at our core we are a network of small communities. These small communities function as extended families that support and challenge one another through discipleship. All of these communities networked together make us united as one large church that gathers weekly for worship over 9 services across 5 campuses.

We are looking for an **Administrative Assistant** in our Operations Team to join us on this exciting journey God has us on.

If you have a heart for using your skills and abilities to make a difference in people's lives and are excited about how your experience can help us accomplish our mission of introducing people to Jesus and helping them become fully devoted followers of him, we would love to talk to you.

Please note that this role requires some evening and weekend work.

Primary Duties and Responsibilities:

- Provide complete administrative assistance to the Operations Team (Communications, Facilities, Finance, IT, Tech and support to the Executive Pastor of Ministry Support.
- Manage scheduling of the Operations and A/V Tech Teams.
- Work closely with the Rooms and Booking Coordinator and provide vacation relief and support.
- Coordinate and assist in IT projects (e.g. Microsoft Teams Training, etc.).
- Organize users of the facility keys and proximity card systems.
- Input, track, and report on costs, as well as generate coded payment requests.
- Input, track, and report on facility work orders.



- Work with and identify, develop, and deploy volunteers.
- Organize and maintain paper and electronic files and follow up on items.
- Compile special reports, (such as Capital Assets) research and organize data, (new software), and create presentations as needed.
- Support multiple teams and team leaders for vacation relief.
- Other duties as required.

Core Skills/Experience:

- Excellent Microsoft Office 365 Suite skills are essential.
- Engaging personality with strong customer service skills.
- Excellent written and verbal communication skills.
- Ability to multi-task, anticipate needs and work accurately (attention to detail) in a fast-paced environment, with minimal supervision.
- Ability to learn a variety of software and web-based applications.
- A positive “team player” focused approach that will enable you to deal with challenging situations with integrity, empathy, and sincerity.
- Excellent time management and organizational skills.
- Experience in discovering and developing volunteers.
- Strong curiosity to learn and ask crucial questions.
- Excellent interpersonal skills and ability to respectfully deal with conflict using the principles set out in Matthew 18.
- Flexible and adaptable.
- Ability and/or experience of working in a collaborative team environment.
- Ability to problem-solve/troubleshoot “on the fly”.
- Detail-oriented and ability to complete tasks quickly and effectively.

Qualifications:

- A minimum of 2 years in an Administrative Assistant role.
- Post-secondary education or diploma/certificate in Office Administration is considered an asset.
- Understand, support, and live out CSC’s membership covenant and statement of faith.
- Be a model to others of what it means to be a fully devoted follower of Christ.
- Able to work evenings and weekends periodically.



- Willingness to commit to and uphold CSC's Human Resources Policies, Code of Conduct, Confidentiality Agreement, Job Performance Expectations, Staff Values Based Behaviours, Lifestyle Agreement, and Staff Expectations.

If you can “check all the boxes” above, we want to hear from you! Please apply by completing our [CSC Employment Application](#) and sending it along with your resume and cover letter to careers@cchurch.ca.