

Church Planting Director Executive Assistant

Position Description

Job title:	Church Planting Executive Assistant
Status:	Part Time, 20 hours weekly for a probation period, full time following probation
Reports to:	Church Planting Director
Purpose:	To support the Church Planting Director by assisting with administrative tasks and projects
Specific Duties:	<ul style="list-style-type: none">• Manage Church Planting Director's calendar• Support and manage Church Planting communications, marketing, and events• Receive Church Planter applications and help in completing reference calls• Provide support for Church Planting conferences• Maintain electronic filing system for Church Planting department• Attend the Church Planting Strategic team meetings, send agendas, keep minutes, and follow up on action points with the Strategic Team as requested from Church Planting Director• Collaborate with FEB Central Church Planting communications administrator
Skills required:	<ul style="list-style-type: none">• Administrative excellence• Pleasant and professional demeanour• Strong verbal and written communication skills• Project management skills• Strong computer skills – proficient in MS Office software, web apps, mobile apps, and social media• Basic digital media skills – image, audio, video, and basic graphic design
Other requirements:	<ul style="list-style-type: none">• Must be in agreement with FEB Central's Affirmation of faith, mission and staff policies• Must attend a FEB Central church

Please submit resumes to cpadmin@febcentral.ca. We appreciate all interest in the position but will only contact candidates who are selected for an interview. Resumes will be accepted until the position is filled.