



# Administrative Assistant

Seeking a versatile, bilingual individual to work part-time as Administrative Assistant at Hudson Community Baptist Church (HCBC).

Located in Saint-Lazare, HCBC is a growing English-speaking church with multiple active ministries whose vision is to apply all of Christ to all of life for all people.

Presently there is one fulltime Pastor, who the Administrative Assistant would report to and take direction from. The administrative assistant will serve as the front-line communication and information hub for the church community and any external parties with whom the church interacts.

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## JOB OVERVIEW

*Reports to:* Lead Pastor

*Work Hours:* 24 to 30 hours per week, occasional evenings and weekends

*Rate of Pay:* To be determined

*Start Date:* As soon as possible

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## JOB RESPONSIBILITIES:

- Provide administrative support to Lead Pastor, including but not limited to scheduling meetings, receiving and sending correspondence, and assisting with projects.
- Provide hospitality and manage correspondence from congregants, ministry leaders and the public by phone, email, social media or in person.
- Update and maintain HCBC website and social media accounts.
- Maintain paper and electronic filing systems and church records.
- Facilitate booking and maintain schedule for internal and external use of church building.
- Ensure church office equipment is operational and office supply inventory is adequate.
- Receive expense reports and ensure all necessary information and approvals are included.
- Other duties as required.

## ESSENTIAL BEHAVIOURS, SKILLS AND ABILITIES

**Communication** – An individual with fluency in written and oral English and French. An individual with excellent written and oral communication who pays attention to detail including maintaining a high level of accuracy in preparing, entering, and sharing information. A tactful and diplomatic individual who is able to handle sensitive and confidential information appropriately and with discretion.

**Interpersonal** – An individual who is able to establish and maintain boundaries, as well as collaborate with others with a wide range of different personalities. A friendly and courteous individual who demonstrates patience and understanding when dealing with confused, grieving, or difficult visitors.

**Accountability** – An individual who strives for performance excellence and who holds him/herself accountable for decisions and actions and for learning from mistakes when intended results are not achieved. An individual committed to professional and skill development.

**Execution** – A focused and self-motivated individual who acts with a sense of urgency and delivers by dealing effectively with challenges and ambiguous situations. A well-organized individual who is able to handle multiple tasks with flexibility and a focus on prioritization. An individual who can work well independently and seek help when needed.

**Technology** – An individual proficient in computers, scheduling tools, cloud-based tools, digital content and media platforms, and various standard office software applications (i.e.: Facebook, Event Brite, YouTube, email distribution platforms, Adobe, Microsoft Office Suite, and Google Suite).

## CONDITIONS OF EMPLOYMENT

- Able to affirm HCBC's [Statement of Faith](#)
- Able to work flexible hours to support elders and ministry teams on occasional evenings and weekends
- Valid driver's license and access to automobile
- A clean vulnerable sector criminal reference check upon employment
- Able to maintain strict confidentiality: *the incumbent will be exposed to and party to sensitive and personal information. It is absolutely imperative that such information be safeguarded and remain completely confidential. Failure to do so may result in disciplinary action, up to and including immediate dismissal.*

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## APPLICATION

Send an email with a resume and cover letter outlining how you meet the requirements to [info@hudsonbaptist.ca](mailto:info@hudsonbaptist.ca) with the subject: Administrative Assistant. Only candidates that are considered for an interview will be contacted.