

## ***JOB DESCRIPTION***

*Revised Feb 2024*

### **Mennonite Church (MC) Canada Administrative Assistant**

**Purpose:** To assist the Executive Office by providing administrative support.

**Time Commitment:** 0.5 FTE

**Supervision:** Associate Executive Minister / Executive Coordinator

**Location:** MC Canada office in Winnipeg preferred

#### **Key Duties:**

1. Document Management:
  - Company of 1000 – assist the Associate Executive Minister (AEM) in the administration, promotion, and tracking in the Constituency Relations Management (CRM) database.
  - Ministerial Leadership Information (MLI) – process documents and manage the bi-national ministerial database.
  - Manage the Church Leadership Minister (CLM) SharePoint groups and save files appropriately on the S:Drive and upload on CommonWord.
  - Track data for the CLM group related to the Guiding Ministerial Leadership in the Church (GMLC) – reporting, creating forms, and maintenance of system.
  - Research, edit, and format documents as they emerge.
2. Church Leadership Minister (CLM) meetings: Set up and communicate meeting logistics, attend meetings as directed, take and summarize minutes or other records, note follow-up actions, and provide contextual and other information as required. Meetings include:
  - i) Monthly Zoom meetings with regional Church Leadership Ministers (CLM)
  - ii) Community of Spiritual Leaders (COSL) meetings
3. Assist in logistical planning, troubleshooting, and strategic thinking together with MC Canada Executive Staff.
4. Help prepare and monitor budgets and expenditures as they relate to Church Leadership activities.
5. Executive Ministers Group (EMG) and CLM joint, in-person meetings: Assist the Executive Coordinator with logistics for in-person meetings: School Presidents and Church Leaders (June), Binational Retreat (Dec), Leadership Day (Bi-annual).
6. Nationwide Gatherings: Assist with MC Canada's role and responsibilities as assigned.
7. Other duties for MC Canada as needed/feasible
  - Assistance with Barefoot Database
  - Social media posting with content provided by MC Canada staff
  - Assistance with CommonWord projects

### **Skills and Abilities:**

The Administrative Assistant will demonstrate the following:

- Strong oral, written, and interpersonal communication skills.
- Proficiency in English required, knowledge of other languages an asset.
- Ability to work effectively with a diverse range of backgrounds and theological perspectives, and strong intercultural competency skills.
- Proven ability to take initiative and creativity in providing organizational and administrative assistance.
- Highly organized and proven flexibility to manage multiple priorities, tasks, and relationships.
- A thorough knowledge of the structures and institutions in the Mennonite constituency or willing to learn.
- Self-motivated and able to manage time and work unsupervised.
- Undergraduate degree plus specific training for assigned responsibilities and/or significant related work experience.
- Proficiency in MS Office and ability to learn and use new technology – experience with or ability to learn database management and software essential (i.e., Adobe, Zoom).
- Aptitude for engaging in new challenges with enthusiasm.

### **Mennonite Church Canada expects all staff to exhibit a commitment to:**

- A personal faith in Jesus Christ as Saviour and Lord
- Active involvement in a local congregation that is a member of MC Canada
- Upholding the *Confession of Faith in a Mennonite Perspective*
- The vision of MC Canada as a missional church
- Adherence to the Personnel Policies of MC Canada
- Engaging energetically and creatively in their work
- Working well with others as a team worker.

### **Special Consideration:**

- Occasional travel within Canada.

**Salary Classification:** Level 5 \$20,414 (0.5 FTE)

**Included benefits:** Pension Plan, Life Insurance (incl. AD&D), LTD and extended health and dental coverage, 3 weeks vacation.

Applications will be reviewed when they are received. Direct inquiries and applications to Susan Reynar, MC Canada Executive Coordinator at [sreynar@mennonitechurch.ca](mailto:sreynar@mennonitechurch.ca).