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MC Canada Executive Coordinator

JOB DESCRIPTION

Location: Winnipeg, MB (On-site majority of the work week)
Time Commitment: Full-Time (1.0 FTE)
Reports To: Executive Minister, Mennonite Church Canada

Key Responsibilities:

1. Assist & support the Executive Office (60%)

- Assist and support the Executive Minister in fulfilling their responsibilities and duties.
- Respond to and monitor phone calls, emails, mail, and calendar.
- Coordinate and support meetings: prepare agendas, take minutes, and follow up on action items.
- Assist in planning, troubleshooting, and strategic thinking together with executive staff.
- Assist with staff job descriptions, coordination of interviews, and orientation of new staff.
- Assist in ensuring MC Canada representation with partner agencies, maintaining connections and contact lists, and registration where required.
- Assist with MC Canada's role in the nationwide Gatherings as hosted by the respective Regional Church.
- Other duties as required.

2. Provide administrative support to the Joint Council- including FPAC and PAC, and Executive Minister's Group (and Church Leadership Ministers as needed). (30%)

- Coordinate internal and external meetings, including agendas, dockets, and logistical support.
- Help prepare and monitor budgets as they relate to the Joint Council.
- Record minutes at meetings as requested.
- Maintain records and assist the Executive office in the follow-up of Joint Council decisions.
- Maintain contact lists and update forms and information as needed.
- Assist with expense claims for Executive Minister and Joint Council members.

3. Provide Office management coordination (10%)

- Provide on-sight supervision and support for administrative staff including being a resource for logistics of in-person meetings – such as but not limited to President's meeting (June) and MC Canada/MC USA Bi-national Retreat (Dec).
- Provide oversight to reception, including hiring and scheduling and ongoing training and support.
- Organize and maintain digital and hard copy filing systems for documents.

Skills and Abilities:

The Executive Coordinator 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.
- 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 Considerations:

- This position may involve occasional travel within Canada
- Must be eligible to work in Canada.

Salary Classification: Class 4

Salary Range: (\$64,575-77,755) with a Mennonite Church Canada Pension and Benefit package.

Revised: June 16, 2025

Please forward your interest with a resume and cover letter to office@mennonitechurch.ca. Mennonite Church Canada will begin to review applicants as of July 11th, 2025 with a preferred start date of September 1, 2025.