



## General Administrative Assistant

### Job Description

**Application Deadline:** May 6, 2026

**Job Classification:** Hourly TBD

**Location:** 600 Shaftesbury Blvd.

**Initial Assignment of Scale:** N/A

**Time Commitment:** Mon-Fri, 8:30-4:30

**FTE:** 1.0

**Reports to:** Mennonite Church Canada (Executive Coordinator) or Mennonite Church Manitoba Designated Staff

### 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 Mennonite Church Canada.
- Upholding the *Confession of Faith in a Mennonite Perspective*.
- The vision of Mennonite Church Canada as a missional church.
- Adherence to the People & Culture Policies of Mennonite Church Canada.
- Engaging energetically and creatively in their work.
- Working well with others as a team worker.

### »» Purpose of the Position

- *To provide a presence at the reception desk for Mennonite Church Canada and Mennonite Church Manitoba while attending to administrative assistance duties as assigned from either Mennonite Church Canada or Mennonite Church Manitoba.*



### Duties & Responsibilities

- **Front Desk Responsibilities**
  - Open/Close the office
  - Greet incoming guests and telephone callers – directing to the appropriate person or department
  - Sort incoming mail and forwarding accordingly
  - Maintain up-to-date phone message for off hours
  - Coordinate booking of meeting rooms
  - Ensure surfaces in the reception and shared/common office areas are clean and tidy
- **Administrative Assistant Duties**
  - Provide administrative and clerical support to staff, as needed, including, but not limited to:
    - Assisting with photocopying and scanning as requested
    - Monitoring supplies like coffee, toner, and stationery
    - Supporting Payroll and Benefits functions as directed
    - Supporting all departments with data entry tasks as directed



## Education & Qualifications

As a General Administrative Assistant, Mennonite Church Canada and Manitoba expect the following:

- Ability to communicate effectively in person, by telephone, and in writing
- Familiarity with the Mennonite Church - both its regional and nationwide expression
- Ability to work with a wide variety of persons and to represent Mennonite Church Canada and Mennonite Church Manitoba positively by providing excellent customer service
- Reliability and punctuality
- Careful attention to detail
- Ability to work with private information in a confidential and professional manner
- Ability to learn and use new technology, familiarity with MS Office
- Willingness and ability to assist other staff as needed in administrative tasks
- Willingness to learn database protocols and data entry processes
- Being energetic, creative, and capable of multi-tasking
- Working well with others as a team worker

## Applications

*Send cover letter and resume to:*

*Mennonite Church Canada's Executive Coordinator, Stefan Froese*

*email: [sfroese@mennonitechurch.ca](mailto:sfroese@mennonitechurch.ca)*

*OR*

*In person at 600 Shaftesbury Blvd, MC Canada office.*

*\*Only those applicants considered for this position will be contacted directly for follow-up. We thank all others for your applications.*

*\*\*Interviews will be arranged following the application deadline.*