

# CANADIAN BAPTISTS OF ATLANTIC CANADA

## Ministry Opening

### CHURCH / MINISTRY ORGANIZATION

#### Canadian Baptists of Atlantic Canada

333 Gorge Road  
Stultz Hall, Suite 130  
Moncton, New Brunswick  
E1C 0V7

<https://atlanticbaptist.ca>

### AVERAGE SUNDAY ATTENDANCE

N/A

### POSITION DESCRIPTION

See attached

### CLOSING DATE

02/20/2026

### SEND RESUME / CV TO

[jobs@atlanticbaptist.ca](mailto:jobs@atlanticbaptist.ca)

### FULL TIME NON-PASTORAL POSITION

#### CBAC Executive Assistant

### REQUESTED CREDENTIALS

Open to other credentials

Only those selected for an interview will be contacted.





**Job title:** Executive Assistant

**Overview:** The Executive Assistant is a full-time, trusted leadership support role that strengthens the effectiveness, coordination, and capacity of the Canadian Baptists of Atlantic Canada (CBAC). Rooted in CBAC's strategic vision, *Overflowing with Hope*, this role provides high-level administrative, analytical, and organizational support to the Executive Minister and the CBAC Team, ensuring that systems, communication, data, and key processes function with excellence, clarity, and care. Serving as a central hub for information, coordination, and follow-through, the Executive Assistant supports the day-to-day operations of CBAC while also contributing to longer-term organizational health through data analysis, staff support, and special projects.

## **Principal Responsibilities**

### **Executive Minister Support and Special Projects**

- Provide direct administrative and organizational support to the Executive Minister, including document preparation, editing, minute-taking, and follow-up.
- Assist with special projects and cross-team initiatives as assigned by the Executive Minister.
- Support the preparation, tracking, and follow-up of strategic priorities and key deliverables.
- Assist with the preparation, updating, and organization of staff contracts and employment documentation.
- Support consistent record-keeping related to staff files and HR processes, in alignment with CBAC policies.

### **Administrative Support to the CBAC Team**

- Provide administrative support to CBAC staff, Council, committees, and affiliated boards, as directed.
- Serve as minute-taker for staff meetings and prepare summaries or action lists as needed.
- Edit and format CBAC Staff and Council materials for clarity, consistency, and professionalism as needed.
- Maintain and update CBAC databases and shared document systems.
- Collect and compile reports for the Yearbook.

### **Council, Committee, and Governance Support**

- Serve as CBAC Council Secretary and Nominating Committee Secretary.
- Request, compile, organize, and distribute reports and materials for Council meetings.

- Coordinate meeting logistics, schedules, agendas, and reporting timelines for Council and Committee meetings.
- Provide administrative support to the Nominating Committee, including confidential correspondence and meeting coordination.
- Assist in preparing for the Oasis Business sessions, including preparing the long program for Oasis, overseeing Council members' logistics for Oasis, and assisting with Oasis Minute Records and Scrutineers.
- Plan logistics for the Ordination Milestone and President's Breakfast, which happen during Oasis.

#### **Atlantic Baptist Mission Board (ABMB) Administrative Support**

- Provide administrative support to the Director of the Atlantic Baptist Mission Board.
- Serve as Secretary to the ABMB, including recording and distributing minutes and maintaining records.
- Coordinate ABMB meeting logistics (virtual and in-person).
- Lead contact person for Church Capital Grant applications (facility/repair requests).
- Lead follow-up to inquiries regarding church closures and property transfers.
  - Provide timely responses to church closures and property transfer requests.
  - Work with the churches, ABMB lawyer and ABMB Director to resolve these situations.
- Assist with Ministry Initiative Grant (MIG) processes, including application intake, communication, tracking, and follow-up correspondence.

#### **Data, Trends, and Church Health Tracking**

- Assist in tracking, compiling, and analyzing CBAC data related to church health, engagement, and participation.
- Support the collection and analysis of Church Life Reports and other key datasets.
- Prepare basic reports, summaries, and trend insights to support planning, decision-making, and reporting.

#### **Financial and Database Administration**

- Support donation processing, deposits (bi-weekly), invoicing, and financial documentation in collaboration with the Director of Finance.
- Maintain and run reports from the CBAC donor and church database (e.g., DonorPerfect).
- Support year-end audit preparation and financial reporting processes.

#### **Reception and Office Coordination**

- Ensure a welcoming, professional, organized first point of contact for visitors, callers, and inquiries.
- Coordinate mail, office supplies, shared calendars, printer room, and general office organization.
- Support registration and administrative logistics for CBAC events, as requested.
- Arrange catering, accommodations and bookings for meetings, as requested.

**Team and Denominational Life**

- Participate fully in the life of the CBAC Team, including meetings, planning, and collaborative initiatives.
- Contribute to a culture of trust, excellence, and shared mission within the CBAC Team.

**Organizational Relationships**

- Reports to the Executive Minister.
- Works closely with all CBAC staff, Council, and committees.

**Terms of Employment**

- Full-time position.
- Work Location: The Executive Assistant is required to work on site at the CBAC Office in Moncton, NB.
- Salary to be negotiated based on experience and skills.

**Qualifications and Desired Attributes**

- Post-secondary education preferred (administration or related field an asset).
- Minimum of 3–5 years of experience in administrative or executive support roles.
- Strong organizational, analytical, and systems-thinking skills.
- Demonstrated ability to handle confidential information with discretion and integrity.
- Strong written and verbal communication skills.
- High competency with Microsoft 365 and database systems; ability to learn new tools.
- Character marked by collaboration, reliability, initiative, teachability, and attention to detail.
- Evidence of Christian faith and active involvement in a local church.

**Conditions of Employment**

- Agreement with the CBAC Basis of Union.
- Willingness to sign the Covenant of Christian Workers and a confidentiality agreement.