

## 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)

Only those selected for an interview will be contacted.

### FULL TIME NON-PASTORAL POSITION

#### **CBAC Executive Assistant**

### REQUESTED CREDENTIALS

Open to other credentials





### **Job Posting: CBAC Executive Assistant**

The Canadian Baptists of Atlantic Canada (CBAC) is seeking an Executive Assistant who brings strong organizational skills, discretion, and a heart for serving the church.

This full-time role supports the Executive Minister, the CBAC Team, Council and Atlantic Baptist Mission Board (ABMB) through high-quality administrative support, data coordination, and analysis, helping ensure that our systems and structures effectively serve pastors, churches, and leaders across Atlantic Canada. The Executive Assistant plays a key role in enabling smooth operations, supporting governance and committees, assisting with data and church health tracking, and contributing to the overall health and effectiveness of the CBAC Team. They support both present priorities and long-term organizational health.

Please see the full job description for additional details.

### **About the Canadian Baptists of Atlantic Canada (CBAC)**

The Canadian Baptists of Atlantic Canada is a family of approximately 400 Baptist churches across New Brunswick, Nova Scotia, Prince Edward Island, and Newfoundland & Labrador. Together, we are committed to joining God in our neighbourhoods so that lives and communities are transformed by the hope of Jesus.

Guided by our strategic vision Overflowing with Hope, we believe every church is a fountain of hope - overflowing through the gospel, discipleship in community, care for neighbours near and far, and prayerful dependence on God. As a CBAC Team, we serve our churches by calling hope-filled leaders, fostering hope-filled connections, facilitating hope-filled conversations for the future, and pursuing hope-filled organizational renewal.

For further information about the CBAC, visit <https://atlanticbaptist.ca/>

### **To Apply**

Please submit a cover letter and resume to [jobs@atlanticbaptist.ca](mailto:jobs@atlanticbaptist.ca)

**Application deadline:** February 20, 2026

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). While this role currently serves and advances CBAC's *Overflowing with Hope* strategic vision, it is designed to provide enduring organizational support that will continue to serve the CBAC through future strategic seasons. This role provides high-level administrative, analytical, and organizational support to the Executive Minister, the CBAC Team, the CBAC Council, and the Atlantic Baptist Mission Board (ABMB). The Executive Assistant ensures 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 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.