

CANADIAN BAPTISTS OF ATLANTIC CANADA

Ministry Opening

CHURCH / MINISTRY ORGANIZATION

New Hope Community Church
47529 Homestead Road
Steeves Mountain, New Brunswick
E1G 4J7

AVERAGE SUNDAY ATTENDANCE

200 or above

NON-PASTORAL POSITION

Executive Administrator

REQUESTED CREDENTIALS

Open to various credentials

POSITION DESCRIPTION

Description

We are looking for a Church Executive Assistant to join our team and provide high-level administrative support to the church's leadership team. The position is full-time and on-site at New Hope Community Church. This role is essential in ensuring the smooth operation of the church's daily activities and long-term projects. The ideal candidate will be highly organized, detail-oriented, and capable of managing multiple tasks simultaneously. They will act as a liaison between the church leadership, staff, congregation, ensuring effective communication and coordination. The Church Executive Assistant will handle a variety of responsibilities, including scheduling, correspondence, and record-keeping. This position requires a deep understanding of the church's mission, values, and goals, as well as a commitment to upholding its spiritual and organizational integrity. The successful candidate will demonstrate excellent interpersonal skills, discretion, and the ability to work in a faith-based environment. If you are passionate about supporting a vibrant church community and have the skills to excel in this role, we encourage you to apply.

Responsibilities

- Manage the church leadership's schedules, appointments, and meetings.
- Coordinate and oversee church events, programs, and activities.
- Handle correspondence, including emails, phone calls, and letters.
- Maintain and organize church records, files, and documents.
- Assist in preparing reports, presentations, and other materials.
- Serve as a point of contact for staff, congregation, and external stakeholders.
- Ensure effective communication within the church and with external partners.
- Support the church's mission and values through administrative excellence.

Detail-oriented and able to multitask effectively

Requirements

- Proven experience as an executive assistant or in a similar administrative role.
- Proficient or willing to learn to run Planning Center.



Strong organizational and time-management skills.
Excellent written and verbal communication abilities.
Proficiency in office software, including word processing and spreadsheets.
Ability to handle sensitive information with discretion and confidentiality.
Familiarity with church operations and a commitment to its mission.
Flexibility to work evenings or weekends as needed for church events.
A bachelor's degree in a relevant field is preferred but not required.

Needed Skills

Time Management
Communication
Record Keeping
Discretion
Problem-Solving
Team Coordination

Hours:

37.5 hours Monday-Friday

Position Closing:

March 17 2025

Send resume to:

newhope.nb@gmail.com

CLOSING DATE

03/17/2025

SEND RESUME / CV TO

newhope.nb@gmail.com



Job Opening

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Open for applications until the position is filled

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