

Employment Opportunity

Administrative Assistant

Insight for Living Canada – Abbotsford BC

General Description

The administration department of Insight for Living Canada (IFLC) is responsible for the overall vision, progress, and health of the ministry. IFLC's administrative assistant will facilitate and assist the executive director (ED) in all areas of administration, co-ordination, and planning ensuring everything meets our stringent standard of excellence.

Administration Department, Office Assistant (40%)

- Facilitate office events (including scheduling, set-up, catering, and clean-up)
- Co-ordinate facility and kitchen supplies (including coffee, cream, dish soap, toilet paper, paper towel, etc.)
- Responsible for common areas maintenance (including general cleaning, laundry, dishes, and watering plants)
- Assist development department with phone calls, constituent visits, and mailings as needed
- Co-ordinate and organize office travel (including booking travel and hotels, creating and distributing travel itineraries, and working with department managers as required)
- Other duties as assigned, related to the ongoing development of the ministry

Administration Department, Executive Assistant (35%)

- Assist ED in all areas of ministry administration
- Manage ED calendar and scheduling (appointments, staff holidays and anniversaries, travel details, to-do lists)
- Update and maintain staff overview calendar
- Track and follow-up on ED action items
- Manage ED expenses (including collecting and expensing receipts)
- Facilitate departmental meetings as needed (includes scheduling and creating and distributing agendas and minutes)
- Perform gatekeeping duties including telephone and mail screening
- Co-ordinate letters and mailing on behalf of ED as needed
- Execute filing as needed
- Other duties as assigned, related to the ongoing development of the ministry

Administration Department, Human Resources (15%)

- Co-ordinate annual staff retreat and staff participation in ongoing training
- Facilitate special staff events (including meals, retreats, birthdays, and celebrations)
- Facilitate job posting distribution, booking interviews, and maintaining resume files
- Assist in policy development, policy implementation, and staff orientation

Administration Department, Board Assistant (5%)

- Facilitate board member relationships
- Co-ordinate board meetings (including scheduling, travel arrangements, venue booking, meals, assembling and distributing board report, taking minutes, etc.)

Administration Department, Professional Development (5%)

- Commit to the challenges of growth and development according to professional development plan created with the ED
- Pursue the designated knowledge and/or experience with a positive attitude
- Complete assigned tasks with excellence and in a timely manner
- Own problems, create solutions, and maintain personal accountability for results

Insight for Living *Canada*

Requirements

- Excellent office administration and time management skills
- Excellent knowledge of Microsoft Office programs
- Experience with Human Resources
- Organized and detail oriented
- Flexible and able to multi-task
- Excellent verbal, written, and interpersonal communication skills
- Positive attitude and excellent interpersonal skills
- Mature Christian confident in the faith and active in a local evangelical church

Accountability: Responsible to the ED. It is crucial to understand and support the mission and core values of IFLC.

Remuneration: Insight for Living Canada offers a competitive salary and benefits package

Mission: Excellence in the Communication of Biblical Truth and its Application

Core Values

Character in ourselves

Honour to others

Accountability for our motives and actions

Grace in our relationships

Excellence in our pursuits

Glory to our God

Joy in our Atmosphere

To apply please submit a cover letter and resume to info@insightforliving.ca.

We thank all applicants, however, only those selected for interviews will be contacted.