

GRANT MEMORIAL BAPTIST CHURCH INC.

877 Wilkes Ave Winnipeg, MB R3P 1B8

Job Description

Date: October 12, 2017

Report To: Manager, Communications & Marketing

Job Title: Administrative Assistant-Communications – TERM

Job Summary:

The Administrative Assistant-Communications contributes to the efficient day-to-day operations of the Communications Department as it supports the work of the ministry teams.

Time Requirements:

Term: October 2017 to May 31, 2018.

This is a part-time, 25 hours per week position, Monday to Friday.

General office hours are 8:30 to 4:30 Monday to Friday, alternative working hours will be required periodically to meet the requirements of the position.

Responsibilities:

The *Administrative Assistant -Communications* provides administrative support to the Manager of Communications & Marketing and is required to perform a range of duties including, but not limited to:

- Produce weekly Sunday bulletin (print version & online)
- Assist with development of promotional product, e.g. brochures, posters, name tags
- Coordinate daily signage, print & electronic
- Maintain church bulletin board and product at the Information Walls
- Create weekly signage/table schedule and the daily wayfinding schedules
- Assemble weekly Sunday at a Glance document
- Regular review & administration of website: Grant Memorial Church
- Upkeep department files
- Order office supplies

Qualifications:

- Proficiency in the use of computer programs, including Microsoft Office Suite (Word, Publisher, Power Point, Excel); and the Internet
- Proficiency in the use of office equipment, including but not limited to: Computer, Fax Machine, Photo copiers, Folding Machine, Trimmers, Postage Meter
- Willingness to learn software related to wayfinding and digital signage systems
- Attention to detail and follow-through on assignments on deadline
- Excellent oral and written communication skills
- A commitment to good interpersonal relationships, teamwork and support of church ministries
- A commitment to confidentiality regarding all records, both of the church and staff.
- Timely attendance

Staff at Grant Memorial Baptist Church/Linden Christian School exemplify:

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

Other:

- Attend weekly staff prayer meetings and general staff meetings
- Be available for other areas to support the successful ministry of the school and church
- Be able to interact with others and demonstrate the values of GMBC/LCS
- Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ.

Disclaimer:

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

To Apply:

Please send the following attachments to humanresources@grantmemorial.mb.ca or by mail post to: Grant Memorial Baptist Church, 877 Wilkes Avenue, Winnipeg, Manitoba, R3P 1B8, Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC Administrative Assistant-Communications' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

Closing date: When position filled.