



Administrative Assistant

Description

The Church Administrative Assistant will provide essential administrative support, event coordination, communication, office management, and volunteer coordination to ensure the smooth operation of the church's daily activities and programs.

Duties

The job duties include:

- **Administrative Support:**
 - o Manage church correspondence, emails, and phone calls.
 - o Maintain accurate records, including member databases, financial documents, and meeting minutes.
 - o Coordinate church schedules, calendars, and room bookings.
- **Event Coordination:**
 - o Assist in planning and organizing church events, programs, and services.
 - o Ensure logistical arrangements for events are well-executed.
- **Communication:**
 - o Prepare and distribute church bulletins, newsletters, and announcements.
 - o Manage the church's social media platforms and website updates.
- **Office Management:**
 - o Order and manage office supplies and equipment.
 - o Ensure the church office operates

Closing Date

March 14, 2025

Categories

Business, Finance and Administration

Employer

The Redeemed Christian Church of God - House of Victory

Location

Fort Garry

Address

1885 Chancellor Drive Winnipeg, R3T 4C4

Job Type

Full-time

Education Level

College

Wage

\$16.50 - \$17.00

efficiently and professionally.

- **Volunteer Coordination:**

- o Support volunteer recruitment, training, and scheduling for various church activities.

- o Foster positive relationships with church members and volunteers.

Qualification

- **Education & Experience:**

- o High school diploma or equivalent; post-secondary education in business administration or a related field is an asset.

- o Previous experience in an administrative role, preferably in a church or nonprofit setting.

- **Skills:**

- o Strong organizational and multitasking skills.

- o Proficient in Microsoft Office Suite (Word, Excel, PowerPoint) and email management.

- o Excellent written and verbal communication skills.

- o Social media and website management experience is an advantage.

- **Personal Attributes:**

- o Demonstrated commitment to Christian values and the mission of the RCCG.

- o Ability to handle sensitive and confidential information with discretion.

- o Strong interpersonal skills and a welcoming demeanor.

Email

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