



EXECUTIVE ASSISTANT

First Baptist Church

969 Burrard Street
Vancouver, BC V6Z 1Y1

Who We Are

First Baptist Church, Vancouver (FBC) is a vibrant multi-generational faith community, as diverse as the city where we do life together. Every Sunday, approximately 650 of us gather to worship the Lord our God in a beautiful historic building in the heart of downtown Vancouver, Canada. Our congregation ranges from young to old, rich to poor, Bible scholars to seekers, singles to families, and includes many cultures. Our vision is to be "a community following Jesus, with a heart for the city and beyond", by loving God, loving one another and loving our neighbours in the manner expressed by Jesus in his parable of the Good Samaritan, where true neighbourliness crosses the deepest divisions. Our current ministry objectives are to encourage intentional, maturing discipleship, to encourage community, to encourage peace-making ministries, and to encourage evangelism.

Position Description

The Executive Assistant coordinates component administrative tasks; provides administrative and clerical support to the Senior Minister and Executive Minister's offices; initiates and recommends changes in procedures as required; provides research and writing assistance; and manages complex projects as assigned. The Executive Assistant is also an integral part of a larger team and will work closely with other administrative and leadership staff to ensure the effective functioning of the First Baptist office and the ministries of the church. The Executive Assistant shares his/her personal journey of following Jesus and has the sensitivity and ability to serve the public, interact with all staff, with congregational leaders and the Senior Minister and Executive Minister. The Executive Assistant reports to the Operations Manager.

Primary Responsibilities

Scheduling:

- Manage and maintain the SM and EM's calendars, ensuring that busy scheduling commitments, papers, and travel arrangements are managed effectively and troubleshoot problems.
- Coordinate travel and accommodation requirements as required.
- Filter general information, queries, phone calls and invitations to the SM and EM by redirecting or taking forward such contact as appropriate.
- Manage the process of meeting preparation on behalf of the SM and EM from start to finish to ensure that they are fully prepared for all engagements.
- Prepare for and participate as requested in various staff, committee and congregational meetings. This may include establishing meeting times, notifying participants, providing background materials including the agendas and recording/distributing minutes.

Coordination/Communication:

- Coordinate events and programs that are under the purview of the EM.
- Keep, maintain and be able to retrieve an accurate record of papers and electronic correspondence on behalf of the SM and EM.
- Prepare correspondence on behalf of the SM and EM as required, including the drafting of general replies.
- Provides accurate word-processing support by composing and/or editing a variety of documents (correspondence, reports, preparing presentations, typing, editing & proof-reading manuscripts).
- Prioritize and execute special projects, with limited guidance, by taking initiative and exercising discretion and sound judgment with sensitivity to deadlines.
- Other duties as assigned include maintaining confidential records & files, processing financial accounts for expense claims, and working at or attending occasional evening or weekend special events.

Office Support:

- Opening and closing the office doors and monitoring the intercom
- Greeting everyone entering the office and kindly engaging to determine their needs, providing information, giving directions, taking messages and notifying relevant staff.
- Handling incoming calls in a polite and timely manner and utilizing the answering machine only when out of the office area
- Responsibility for booking rooms for in-church meetings/events
- Looks after incoming and outgoing communication including general email, mail, faxes, deliveries and couriers
- Keeps informed of church activities and events and provides current information to appropriate people
- Maintains the office space, copier and stationery areas by keeping them tidy, stocked and organized

- Assists others with the office machines
- Issues parking permits to visitors per church regulations
- Performs a variety of tasks for the day-to-day coordination of the main office

Additional Duties:

- Taking minutes at the monthly CLT meetings, special CLT meetings, the Project Oversight Committee meetings, the three business meetings, and any special congregational business meetings

Qualifications

Education/Experience:

- Demonstrable experience in an Administrative or Personal Assistant role in an office environment
- Exposure to the dynamics of working within a large church setting an asset
- Previous employment in a team context

Skills, Knowledge, and Personal Attributes:

- Must be proficient with with MS Office and Mac Operating System, and openness to learning other software as required
- Excellent organizational skills, ability to multi-task and organize others
- Some experience or aptitude for event-planning an asset
- Excellent oral and written communication skills and ability to professionally represent the SM and EM's offices with a listening and compassionate attitude
- Ability to make sound, independent decisions and use own initiative to accomplish tasks at hand, within oversight of SM and EM
- Must be one step ahead and anticipate administrative needs to assist in the organization and management of time and projects to meet deadlines
- Ability to work under pressure and be flexible as part of a team
- Ability to disseminate information clearly and concisely
- Ability to maintain confidentiality and manage sensitive information with discretion
- Ability to remain calm in pressured situations, such as dealing with various visitors, and managing changing priorities within tight timelines
- A godly and prayerful attitude inside and outside the workplace
- Confidence in a leadership and decision-making role
- Adaptable and comfortable with changing systems and staff

Hours per Week

This is a full-time position for a 1-year contract.

Compensation

Salary and benefits for this position will be in line with the FBC Salary Grid, as aligned with CBWC guidelines.



Contact Information

For more information or to apply, email your resume, cover letter, and a brief bio to Soniya Mathew at soniyam@firstbc.org

Start Date

June 4, 2018

Deadline for Application

May 21, 2018