



Employment Opportunity

Date: Friday, November 18, 2022

Closing Date: December 2, 2022

Position: Executive Administrative Assistant

Terms: Full-time, One-year Maternity Leave Contract, Remote/Hybrid as needed

Application: Interested candidates should submit their resume to kerry.halliwell@paoc.org

Reports to: Associate Executive Directors of Mission Global

Main functions:

Working for Mission Global (MG), a department of the Pentecostal Assemblies of Canada (PAOC), the executive administrative assistant (EAA) serves as the assistant to the executive team for MG. The EAA will support with organization and record keeping for MG, RAN and as needed, VOH, ERDO and international partners on behalf of the executive team. The EAA manages the flow of information in a timely and accurate manner.

Executive Assistance:

- Schedule and manage appointments on behalf of the executive team.
- Prepare executive responses to letters and electronic correspondence.
- Schedule meetings, prepare agendas, record meeting discussions, and provide minutes with action items for follow-up.
- Interact with all stakeholders to gather information, metrics, and statistics and create a structure to collect this information.
- Provide annual reports with data analysis for presentation.
- Clerical and administrative assistance for the Executive Director and the two Associate Executive Directors as needed.
- Assist in projects as needed.

Employment requirements:

- Degree/Diploma in business administration or 2-3 years of related experience is an asset
- Working knowledge of Microsoft Dynamics CRM and the Microsoft suite of programs is an asset
- Ability to follow process and workflow to completion
- Well organized with high attention to detail
- Meticulous spelling, grammar and note-taking skills
- Strong spoken communication and excellent interpersonal skills
- Bi-lingual (French and English) is an asset
- Legally authorized to work in Canada
- A proven commitment to Christian service

The PAOC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We are special interest organization serving people of a particular religious creed. As such, the successful candidate is required to sign a document confirming that they will abide by the principles of integrity and purity as outlined in the acknowledgment section of the staff handbook.