**Community Mentorship Hub Administrative Assistant**

**Part-Time Staff Position**

**JOB OVERVIEW**

Reports to:  Community Life Pastor & Community Support Coordinator

## Partners with: Community Mentorship Hub Team, Administrative Staff

## Position Summary

The Community Mentorship Hub Administrative Assistant is to work closely with the Community Life Pastor and the Community Support Coordinator. They will be responsible for providing the administrative support required for the Community Mentorship Hub. The Hub seeks to support our community members who have been negatively impacted by COVID-19.

**Core Responsibilities**

1. **Administration (80%)**
* Provide active administration support to the Community Mentorship Hub:
	+ Processing, entering and maintaining all registrations
	+ Preparing and tracking weekly attendance lists
	+ Processing registrations for special events
	+ Preparing curriculum for classes, seminars and programs
	+ Photocopying, filing, etc.
* Processing and communicating with Community Mentorship Hub volunteers
* Liaison between Community Mentorship Hub and Communications Dept.
* Liaison between Community Mentorship Hub and partner community agencies
* Order books and supplies as needed
* Coordinate bookings with the Bookings Coordinator
* Fill out deposit and expense forms
* Send emails as required
* Maintain and keep database up to date
1. **Communication Support (10%)**
* Provide support in publishing and printing promotional materials
* Coordinate Communications Planning Requests in conjunction with Community Mentorship Hub requests
1. **Miscellaneous (10%)**
* Fulfill administrative duties needed by Community Life Pastor as needed
* Maintain inventory and organize supplies for the Community Mentorship Hub

**Key Character Traits**

* a commitment to ***The Transforming Journey.*** ([*bit.ly/TheTransformingJourney*](http://bit.ly/TheTransformingJourney)).
* a commitment to the **Foothills Staff Covenant** (will be provided to applicants)
* a growing and authentic relationship with Jesus that shapes every aspect of life
* a growing passion in the area of community support and development
* a demonstrated capability in inspiring, recruiting, equipping, encouraging and celebrating volunteers so that they are empowered to experience fruitfulness through meaningful service
* a healthy balance between work, family and personal wellness

**Anticipated Qualifications**

* Proven experience in administration
* Proficiency in MS Office (OneNote, Outlook, Word, Publisher, PowerPoint)
* Willingness to learn new computer skills and programs
* Excellent time management skills, and the ability to prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* experience working within the areas of mental health, addiction, and peer support would be an asset;
* experience collaborating with other resources, professionals, non-for-profit organizations as well as volunteers would be an asset;
* success in this position requires the following competencies: collaboration, relationship building with volunteers/clients/professionals

**Pre-Employment Conditions:**

* a current police security clearance will be requested
* proof of qualifications
* access to a reliable vehicle

**What kind of person are we looking for? Someone who…**

* is passionate and called to serve in the community through the local church and is actively engaged in a Christian faith community;
* has established their identity in Christ and lives in the fullness of the Spirit
* is loyal and honest
* resonates with ***The Transforming Journey***
* resonates with our **Staff Covenant**
* a servant leader who provides strong leadership but is also able to walk
alongside others
* can serve equally well as a team member or a team leader
* has a proven track record of inspiring, recruiting, encouraging, equipping and celebrating teams of volunteers
* has high emotional intelligence
* who has a joyful, positive demeanor that contributes to the betterment of our
Staff Team

**Start Date:** April 12, 2021 (or as mutually agreed upon)
**Work Hours:** 20 hours per week; 1 year term

Please email resume to *jobs@foothillsalliance.com*; all applicants will receive notification of receipt. Only those chosen for interview will be contacted after this notification.