

Administrative & Ministry Assistant

Roles & Responsibilities

- Manage church communications including emails and phone calls.
- Assist with scheduling meetings and events.
- Provide Planning Centre ecosystem support and training to volunteers and staff.
- Assist in scheduling ministry volunteers via the Services app.
- Manage workflows in the People app.
- Assist volunteers and staff to address workflow tasks in a timely manner.
- Manage registrations and events on Planning Centre.
- Maintain and contribute to the churchwide calendar.
- Take meeting minutes and assign tasks as needed.
- Maintain church databases, contact lists, and volunteer records.
- Prepare materials for Sunday services, meetings, and special events.
- Handle basic tasks such as filing, copying, and ordering supplies.
- Maintain proper records of financial purchases that are made.
- Support leadership with administrative tasks as needed.

Education & Experience

- Secondary School diploma is required; Post-secondary training is an asset.
- Experience in an administrative role is preferred.
- Proficient working in Google Workspace (ex. Google Sheets, Google Documents, Google Forms, Google Calendars) and Microsoft or Apple word document programs.

Physical Requirements

- Ability to sit at a computer for an extended period.

Essential Qualifications

- Strong organizational skills with great attention to detail.
- Excellent communication skills (written and verbal).
- Comfortable using standard office software (e.g., Microsoft Office, Google Workspace).
- Ability to manage multiple tasks and deadlines with flexibility.
- Friendly and professional demeanor.
- A growing relationship with Jesus Christ and alignment with our church's mission and values.

All Applicants Must Possess The Following Qualifications

- A mature follower of Jesus Christ with character consistent with [Titus 1:5-9](#) and [1 Timothy 3:1-7](#).
- Authentic lifestyle demonstrating consistent character and spiritual growth.
- Agreement with Hope Bible Church's doctrinal statement and commitment to the mission, vision, and leadership of Hope Bible Church Welland.

We are an equal-opportunity employer, and we welcome your application. All employment decisions follow human rights legislation. Should you require accommodation during the recruitment process, for example, because of a disability, please let us know.