

**April 28<sup>th</sup>, 2022**

**JOB POSITION:** Office Assistant (AB & NWT)

**TERM:** Temporary (May 2<sup>nd</sup>, 2022 – August 19<sup>th</sup>, 2022 -  
Minimum 8 weeks)

**PAY:** \$17.00 per hour

**OFFICE HOURS:** 8:30 AM – 4:30 PM  
Monday – Friday, ½ hour lunch

**APPLICATION  
DEADLINE:** Friday, May 6<sup>th</sup>, 12 Noon

**CONTACT:** Rev. Phil Doroshuk, Dir. Of Finance & Admin.  
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## **Job Description**

## ***Office Assistant (Summer Student)***

### ***Principal Function***

To assist staff in office duties and event coordination of off-site events in Alberta and in the NWT

### **Qualifications**

- Young adult (18 – 30 years of age) who shall give credible profession of faith in the Lord Jesus Christ as Savior, indicating a desire to work in harmony with the goals and purposes of the ABNWT District Resource Centre; shall agree and adhere to the *Statement of Fundamental & Essential Truths* of The Pentecostal Assemblies of Canada
- Consideration will be given for the applicant to be a post-secondary student or graduate from a theological college such as Vanguard College, or from a post-secondary institution that offers an office administration certificate program
- Shall possess the following characteristics: highly motivated self-starter able to work with minimal supervision; ability to work both independently and with others in a kind and professional manner; reliable; possesses a strong attention to detail; strong organizational and time-management skills; ability to complete processes and procedures; adaptable and willing to learn management systems
- Experience using current versions of Microsoft Office and proficiency in typing
- Maintaining in strictest confidence the internal affairs of the office is required; dressing modestly and appropriately is expected; maintaining an irreproachable Christian testimony is necessary
- Willing to consent to criminal record check and vulnerable sector check
- Willing to travel; valid driver's license and access to a vehicle is an asset

### **Responsibilities:**

1. Assisting in the administrative tasks of the office
2. Providing data entry to various databases (i.e. Salesforce, RegFox, MailChimp)
3. Answering incoming emails and phone calls and respond to general inquiries by directing emails and calls to appropriate staff
4. Processing incoming or outgoing mail
5. Assisting with the preparation and administrative tasks of Family Camp at Sunnyside Christian Retreat Centre
6. Assisting in the preparation and administration of children & youth programs for Family Camp
7. Planning and/or leading camp activities, as required
8. To assist in the planning, implementation and follow up of age specific and multi-generational community outreach programs and events in communities in the NWT under the direction of a local leader and district staff.
9. Other duties as assigned