

Administrative Assistant – Beaverlodge Alliance Church

Applications will be accepted until October 5 2026



Position Overview

The Administrative Assistant is a part-time paid position that provides administrative support to the pastoral staff and assists with clerical tasks that facilitate the ministry of the church. This role balances both job and ministry responsibilities due to the nature of service within the church.

Accountability: Reports to the Lead Pastor

Qualifications:

- Supports the church's constitution and Christian and Missionary Alliance in Canada.
- Strong organizational, administrative, and technological skills.
- Proficiency in Microsoft Office
- Ability to maintain confidentiality and professionalism.
- A team player with strong communication and interpersonal skills.

Wage: \$18/hr

Hours: Tuesday, Wednesday and Thursdays 830-330 with some varying hours when required.

Key Responsibilities

- **Correspondence & Communication:** Pick up and distribute mail, handle emails and prayer-chain messages, update church subscriptions, and create graphics for ministry use.
- **Reception & Office Management:** Answer and direct phone calls, welcome visitors, and protect pastors' study and counseling time from unnecessary interruptions.
- **Bulletin & Publications:** Design, print, and distribute the weekly church bulletin and maintain church bulletin boards and resource areas.
- **Scheduling & Bookings:** Maintain the church calendar (ministry events, external bookings, staff holidays) and coordinate facility use for weddings, funerals, and other events.
- **Church Records & Documentation:** Update membership records, track baptisms/weddings/funerals, compile annual reports, and submit required information to denominational offices.
- **Office & Facility Maintenance:** Manage office supplies, monitor and tidy common areas, oversee minor facility needs, and update the outdoor church sign.
- **Digital & Media Oversight:** Maintain the church website and app, post sermons online, update phone directories, and manage the Planning Database with the Executive Pastor.
- **Volunteer & Staff Coordination:** Organize and track volunteer documentation, plan staff birthday celebrations, prepare cards for board meetings, and process invoices and requisitions.

Additional Responsibilities

Other duties may be assigned in consultation with the Lead Pastor.

To Apply

Resumes to be emailed to Rev. Andy Wiebe (andywiebe@beaverlodgealliancechurch.com) and Rev. Amy Cheetham (amycheetham@beaverlodgealliancechurch.com)