



Role Profile Administrative Assistant to Communications

Working Title:	Administrative Assistant to Communications
Reports To:	Communications Director
Type of Position:	Part-time [20-30 hours/week]
Remuneration:	Based on qualifications & salary grid
Date Established:	October 2021

Purpose / Summary

The Administrative Assistant to Communications will be a support to the various functions in the area of communications.

Key Responsibilities

Administrative

The individual will be professional and positive, providing support to the Communications Director and the Communications Team. They are a great team player who provides a sense of organization and flow; while using their administrative gift to serve in the area of communications. The Administrative Assistant to Communications will be passionate about organizing details and ensuring information is accurate and current.

Other responsibilities will include, but not be limited to:

- Receive and organize incoming communications requests from different ministries/departments
- Record action items in project management software (Wrike)
- Stay on top of deadlines, reviewing projects with Communications Team Members
- Monitor CrossRoads' publications, such as social media and website, for outdated content
- Perform basic updates to the website
- Schedule social media publications
- Administrative support of meetings and internal communications in order to identify and record action items for the Communications Team
- Support Communications Director in day-to-day needs (booking spaces, scheduling meetings, taking notes in team meetings, etc.)
- Other Administrative duties as required

Meetings

- Attend weekly and monthly staff meetings
- Attend Congregational Meetings

Qualifications

Preferred:

- Spiritually mature Christian
- Member, or willing to become a member of CrossRoads Church
- Strong attention to detail
- Team player and has experience working well within a team
- Teachable and adapts well to change
- Aptitude for learning and working with new technology
- Demonstrated high levels of Emotional Intelligence
- Able to be flexible in fast-paced environment with deadlines
- Demonstrate excellence in written/verbal communication skills
- Ability to anticipate needs, to be highly organized and be a good time manager
- Post-secondary education and or applicable work experience
- Understands and supports the vision/direction of CrossRoads Church
- Must be in agreement with and sign our Lifestyle Agreement and sign a Confidentiality Agreement.
- Must provide a criminal record check

Application Process

Please submit your cover letter and resume to Kendra Berniko at the Church Office or via email to KendraB@CrossRoadsChurch.ca.

CrossRoads Church
38105 Range Road 275
Red Deer County, AB T4S 2N4
p.403.347.6425
www.CrossRoadsChurch.ca

The position will be posted until a suitable candidate is found.

“To give everyone in Central Alberta the opportunity to have a personal relationship with Jesus Christ and by following Him together, impact the world with compassion and hope.”