

**Job Title:** Administrative Assistant

**Organization:** Maritime District of The Pentecostal Assemblies of Canada

**Location:** Truro, Nova Scotia

**Position Type:** Full-Time

**Application Deadline:** September 22, 2023

**About Us:**

The Maritime District of The Pentecostal Assemblies of Canada is a vibrant organization serving the provinces of New Brunswick, Nova Scotia, and Prince Edward Island. We are committed to establishing and overseeing local congregations and training spiritual leaders. We are seeking a dedicated Administrative Assistant to join our team and support our mission of making disciples through the proclamation and practice of the gospel of Christ in the power of the Holy Spirit.

**Job Summary:**

As the Administrative Assistant, you will play an important role in ensuring the smooth operation of our office. You will provide essential administrative and clerical support to members of our Lead team, enabling us to effectively serve our community and fulfill our mission. We are seeking a highly organized and detail-oriented individual who can handle a variety of tasks with professionalism and efficiency.

**Key Responsibilities:**

**Administrative Support:** Provide general administrative support such as managing phone calls, emails, and inquiries, maintaining office supplies, and organizing files and documents.

**Calendar Management:** Schedule appointments, meetings, and events for district staff and leadership, ensuring efficient use of time.

**Communication:** Draft and edit correspondence, reports, and other documents as required. Manage communication with internal and external stakeholders.

**Event Coordination:** Assist in planning and organizing district events, conferences, and meetings, including logistics, registrations, and materials preparation.

**Financial Support:** Process invoices, expenses, and financial records. Maintain accurate financial records, use accounting software, and assist in budget tracking.

**Database Management:** Maintain and update databases and records, ensuring accuracy and confidentiality.

**Technology:** Proficiently use office software and equipment, troubleshoot basic technical issues, and assist in IT-related tasks.

**Support Leadership:** Assist district leadership with various tasks, including preparing presentations, gathering information, and handling confidential matters.

**Qualifications:**

**Education:** High school diploma or equivalent required. Post-secondary education in office administration or a related field is an asset.

**Experience:** Minimum of 2 years of experience in an administrative role.

**Technical Skills:** Proficiency in Microsoft Office Suite and Apple iWork Products as well as general office equipment. Experience with database management software is an asset.

**Communication:** Strong written and verbal communication skills. Ability to maintain professionalism and confidentiality.

**Organization:** Excellent organizational and time management skills. Attention to detail and the ability to multitask effectively.

**Team Player:** Collaborative and able to work effectively in a team environment.

**Flexibility:** Adaptability and willingness to take on new tasks as needed.

**Faith Alignment:** A commitment to the values and mission of The Pentecostal Assemblies of Canada is essential.

**How to Apply:**

Interested candidates are invited to submit their resumes and a cover letter outlining their qualifications and why they are interested in this position. Please send your application to [dburns@maritimepaoc.org](mailto:dburns@maritimepaoc.org) with the subject line "Administrative Assistant Application - Maritime District."

**Application Deadline:**

The deadline for applications is September 22, 2023. Only candidates selected for an interview will be contacted. We thank all applicants for their interest in the Maritime District of The Pentecostal Assemblies of Canada.