

**Job Posting:  
Administrative Assistant**

245 Lexington Road  
Waterloo, Ontario N2K 2E1  
Ph. 519.885.5330  
[www.wmbchurch.ca](http://www.wmbchurch.ca)



**Do you have a passion to raise up disciples and grow the local church?**

Join a staff team of ministry leaders who empower the congregation in many creative expressions of Christ's mission in our neighbourhoods, city and world.

**WMB Church** is a Christian community that is passionate about making a difference in KW and beyond. WMB's mission is to make more and better disciples, calling people to a deeper relationship with Jesus. We delight in seeing people of all ages surrender their lives to Jesus and commit to growing in their faith.

**Administrative Assistant [full-time]**

**Position Overview:**

As part of the Operations Team, you will help to keep day-to-day operations at WMB organized, clear and hospitable by providing: excellent and knowledgeable support to visitors as the main receptionist (shared time at both sites); administrative support for staff; skilled management of data systems; assisting with weekly Sunday hospitality, processing response cards/emails, and assisting in facilitating the integration of new people into the life of the church.

**Primary Position Responsibilities:**

- Reception – provide excellent hospitality for in-person, phone and email guests, assisting them with their inquiries or directing them to the person best suited to help them.
- Maintain general office systems, e.g. administering mail, programming automated phone messages, ordering office supplies.
- Steward the congregational database records related to contact information, ministry participation, individual preferences and privacy.
- Provide administrative and clerical support for specific staff as directed by the Director, Administration.
- Oversee all registration processes and systems for church-wide events, retreats and summer camps.
- Coordinate Hospitality and church-wide events.
- Facilitate the integration of new people into the life of the church.
- Provide administrative support to key lay leaders and volunteers.
- Facilitate book orders for the staff team and Library co-ordinator.

**Required Skills:**

- Excellent command of the English language, including grammatical rules, in spoken word and in writing.
- Demonstrated ability to prepare effective and understandable documents and correspondence for a variety of audiences.
- Solid computer skills including intermediate to advanced proficiency in Word, Excel, Publisher, PowerPoint and Outlook.
- Demonstrated ability to maintain a hospitable and approachable demeanor in all interactions.

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**Qualifications:**

- Must have a deep, growing personal faith in Jesus Christ and support the [Statement of Faith of the Ontario MB Conference](#).
- Display strong moral character, honesty, humility and integrity.
- Two or more years of proven experience in an administrative support role, supporting multiple staff, in a similar or transferrable environment. Preference given to candidates with post-secondary education.
- Prior leadership experience in a church or charity is an asset.
- Ability to concurrently manage multiple projects and priorities to fulfill deadlines.
- Have a combination of creative and analytical skills to assess problems, implement solutions and measure results.
- Be a self-motivated learner and team player who strives to improve yourself and the workplace for the benefit of the team.

**Compensation:**

- Starting salary \$35,000-40,000.
- Comprehensive benefits plan including pension, extended health and dental.

Please submit your cover letter and resume. Review of applications will commence Jun 20, 2022, and will continue until the position is filled.

Attention: Human Resources  
WMB Church  
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Email: [applications@wmbchurch.ca](mailto:applications@wmbchurch.ca)  
Phone: 519.885.5330 x244