

# Community of Christ

## Canadian Headquarters / Canada East Mission Centre

### POSITION DESCRIPTION

**Position Title:** Executive Assistant

**Status:** Full Time  
2 Year Contract

*This position is within the current approved budget.*

**Position Summary:** This position is a member of the Canada East Mission team. Responsibilities include the following: front desk reception, administrative support for MCP, administrative support for MCFO, MC recorder and support, administrative support for CFO and training, logistics manager of mission centre conferences in collaboration with MCP & MCFO, website maintenance, Canadian Corporation Secretary, liaison with outside agencies and contacts such as CRA, audio/video licensing, other world church jurisdiction, banking and investment institutions, legal counsel, levels of government for notices and licensing, insurance, and other affiliated partners such as Encounter World Religions and World Accord. This position is for Canada specifically.

**Work Experience:** 3-5 Years

**Education:** Post Secondary

#### **Qualifications Include:**

1. Registered Youth Worker through Community of Christ or willing and able to successfully obtain the registration within 30 days of hire.
2. Member of Community of Christ
3. Familiar with Community of Christ organizational structure, culture and Disciples Generous Response principles; excels at integrating and applying the message, mission and identity of Community of Christ as part of interaction with clients and in ministry opportunities
4. Able to communicate clearly in oral and written methods including telephone, teaching, verbal and written correspondence.
5. Intermediate computer skills in utilizing MS Office products, and the ability to learn new computer software and database programs

6. Excellent organizational skills and accurate attention to detail; research, recordkeeping and reporting
7. Problem solving skills; able to analyze situations and provide appropriate responses based on input from qualified sources
8. Proven ability to maintain confidentiality regarding sensitive information
9. Proven ability to develop and maintain relationships with individuals and MC Leaders including volunteers.
10. Being punctual, organized and reliable.
11. Willing and able to participate in ongoing personal development
12. It is necessary this position have day to day office presence.

**Key Competencies Include:**

- 1-Action Oriented
- 24-Functional/Technical Skills
- 3-Approachability
- 29-Integrity and Trust
- 11-Composure
- 33-Listening
- 39-Organizing
- 49-Presentation Skills
- 43-Perserverance
- 53-Drive for Results
- 36-Motivating Others
- 62-Time Management
- 50-Priority Setting
- 206-Self Starter
- 59-Managing Through Systems
- 219-Developing Others
- 67-Written Communications
- 269-Mentoring and Coaching

**Primary Responsibilities Include:**

1. Manage mail, telephone calls, announcement distributions daily and as needed.
2. Build and maintain ongoing relationships with CFO, Recorders, Historians and other congregational leaders and volunteer mission centre staff.
3. Develop and maintain excellent working relationships with fellow team members, field staff and apostles in Canada Mission Centres and world church.
4. Provide administrative support for the MCP, MCFO, and CEM Team.

5. Provide clear and concise information announcements to congregations and MC.
6. Manage annual event logistics as to timing and required pre-work. i.e. Mission Centre Conference delegates, handbook and pertinent information.
7. Daily record keeping utilizing Shelby.
8. Provide leadership input in part with the administrative team as called upon at the MC level.
9. Provide administrative support to Canadian Corporation as need be. Support to Bishop of Canada.

#### **Organizational Relationships:**

Team member on primary team and other as able

Interactions: Interacts with members of field staff

Interactions: Interacts with members of Int'l. Headquarters

Filing, record keeping and organization skills with ability to retrieve quickly.

#### **Additional Comments:**

Disclaimer: The above statements are intended to describe the general nature and level of work being performed by staff assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required. All staff may be required to perform duties outside their normal responsibilities, as needed. An additional list of responsibilities, timing of duties etc. will be made available to the successful candidate.

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Please forward your resume and a cover letter to the Mission Centre President, Tim Stanlick ([tim@communityofchrist.ca](mailto:tim@communityofchrist.ca)) and copy the Mission Centre Financial Officer Dar Shepherdson ([dar@communityofchrist.ca](mailto:dar@communityofchrist.ca)). Correspondence can be sent by email or letter mail to be received or post marked no later than Friday May 15<sup>th</sup> 2015. The office address is:

Community of Christ  
390 Speedvale Ave East  
Guelph On  
N1E 1N5

All applicants will receive notice whether you will or will not be considered for an interview. Remuneration and benefits will be shared during an interview.