

# JOB DESCRIPTION



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| Position / Title | Church Leadership Assistant                   |
| Reporting to     | Director of Communications and Administration |
| Date             | June 2024                                     |

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## Overall Outcomes

The role of the Church Leadership Assistant (CLA) is to provide administrative, financial and communication support to EMC boards and the Executive Team, as well as contribute to the efficient day-to-day operations of the EMC National office. This role involves some work with graphics and event media technology.

## Responsibilities

### ADMINISTRATIVE ASSISTANT (70%)

- Support various boards and the executive team with meeting arrangements, minutes and follow-up tasks. Primarily supporting the Board of Leadership and Outreach, Board of Church Ministries, and the National Youth Committee.
- Work with staff and/or constituent teams to facilitate conference events, e.g. Abundant Springs youth event.
- Administer ongoing board programs and initiatives (e.g., scholarships, clergy registration, financial reports).
- Ensure electronic and paper filing and the database are kept updated.
- Provide reception duties including greeting guests, phone and email inquiries, mail etc.
- Purchase office supplies and equipment as necessary.

### MEDIA PRODUCTION (30%)

- Participate in reviewing and enhancing publications and A/V media production. This may include creating graphics for online and print material or video production.
- Work with design projects such as graphics, layout, website, and videos as needed.
- Provide media support for conference gatherings and events.
- Assist Communications team, as needed, on other communications projects.

## Requirements

### QUALIFICATIONS

- High school graduate; Bible College certificate or degree preferred
- Education or experience in various media valuable
- Experience in an administrative environment preferred

### SKILLS

- Strong interpersonal skills
- Effective written communication skills
- Proficiency with Microsoft Office and Adobe products
- Excellent organizational skills
- Attention to detail, including a high level of accuracy
- Ability to manage time and work to deadlines
- Knowledge of current and developing media trends an asset
- Video recording and editing an asset
- Basic understanding of financial transactions an asset

### PERSONAL ATTRIBUTES

- Agreement with the EMC Statement of Faith and willingness to live a lifestyle according to the EMC Ministry Integrity Principles, including involvement in a local EMC church
- Pursues and models personal practices of spiritual formation
- Strong sense of integrity and respect
- Sensitive to confidentiality
- Desire to serve and work alongside others
- Willingness to take initiative

### WORKING CONDITIONS

- The majority of time will be spent at a computer, occasionally there would be some lifting of supplies/boxes.
- The Church Leadership Assistant will work in an open reception area, with frequent interruptions/distractions
- Occasionally travel will be necessary and a valid driver's license will be required

### TIME COMMITMENT (4 or 5 DAYS PER WEEK)

- Working hours would be 8:30 a.m. to 5:00 p.m. with a half-hour lunch break. The Conference staff share a coffee break time at 3:00 p.m. each workday.
- The Church Leadership Assistant will be required to travel occasionally and to work extended hours at certain times of the year, including some evenings and weekends. Refer to the overtime policy in the Office Handbook for details of banking time.