

EVANGELICAL FREE CHURCH OF LETHBRIDGE

Mission:

We love God, love one another, and love our neighbours so that people become passionately committed to hearing and obeying God, and teaching others to do the same.

Vision:

We dream of being a movement of people who build bridges into our neighbourhoods and the world because God has created a bridge of love to us.

We desire to:

- passionately follow the Father and be transformed into His likeness;
- graciously enfold anyone into our warm and loving, Spirit-led family; and
- boldly love our community, speaking hope through Jesus and reaching out to those in need.

Job Title:	Administrative Specialist
Department:	Administration
Hours:	Full-Time (35 hours / week)
Reports To:	Minister of Administration
Revision Date:	October 20, 2023

Purpose of the Position:

To provide administrative support to staff and volunteers in order to advance the ministry reach of EFCL and to be the first face of the church during the week, creating a welcoming environment for visitors and staff

Core Responsibilities and Duties:

1. Administration

- Manage regular administrative tasks as assigned
- Provide administrative support to staff as assigned

2. Church Management Software

- Understand and utilize aspects of church management software
- Maintain information in database as required

3. First Impressions

- Provide hospitality at the reception desk, warmly welcoming all, providing necessary information, and appropriately directing both visitors and inquiries
- Manage the switchboard, answering telephone inquiries and directing calls as necessary

4. Other

- Other duties may be assigned as necessary