



Executive Administration

Position Purpose:

“The executive administrator manages the business operations of the church through teamwork of Lead pastor and Board of Elders. Always serving and taking direction in a spirit of Christ-likeness and teamwork. “

Hours: Full Time Salaried Position (37.5 hours per week)

Supervision: Position reports directly to and works closely with the Lead Pastor.

Vacation: (Set in consultation with Employment Standards Act)

Salary: Set by the Elder Board and reviewed annually. Benefits and Alliance Retiral Fund are part of this position as outlined in the Staff Manual.

Primary Responsibilities

To supervise the overall operations of the Mountainview Alliance Church by:

- Provide vision and direction to the overall administrative structures of the church
- Ensure all ministries are working effectively with Planning Center, Sage or other software (including subscriptions) introduced relative to their positions
- Provide direction and training to all personnel in administrative roles. Ensure the functions of all staff and volunteer responsibilities
- Coordinate and liaise between pastoral staff and ministry leaders regarding administrative needs
- Work with Ministry leaders around their annual budgets and utilization of their budgets
- Provide supervision to personnel in administrative roles, participating in annual performance reviews
- Produce effective communication documents
- Other administrative duties as assigned including updating social media status on stated platforms
- Administrative assistant tasks may be included in duties temporarily

Additional Options:

- Have first option to take additional project work from the Lead Pastor.
- Provides vacation coverage for Administrative Assistant with payment of additional hours.

Essential Knowledge, Skills and Abilities:

The position of Administrator is one that requires:

- Strong inter-personal and communication skills.
- Strong organizational abilities.
- A gracious, Christ-like demeanor in all situations.
- Strong functional computer skills.
- Demonstrates leadership, initiative, and perseverance.
- Ability to be flexible in a changing environment.



- Professional communication skills and conduct.

Qualifications:

- Ideally, college graduate, university graduate or equivalent work-related experience.
- Preferred five years' experience in an administrative position.
- Keyboarding skills.
- Windows XP, MS Office including Power Point and MS Publisher. Knowledge and experience in Adobe Creative Suite and website knowledge are an asset
- Must have a pre-employment criminal background check.
- Evangelical Church membership required.

Personal Qualities:

Is a warm-hearted, committed, dedicated and mature evangelical Christian with a keen desire to serve in work, church, family and community. Has a firm commitment to the Mountainview Alliance Church's mission, standards and statement of faith.

Displays a Christ like character and has a pleasing personality with a positive and progressive outlook in the midst of a busy and challenging atmosphere.