

Mennonite Church Manitoba

Job Description

Administrative Assistant

General

The Administrative Assistant provides assistance to the Executive Minister of MCM in administrative and logistical matters.

Supervisor

Executive Minister

Duties

- Coordinate logistics for Annual Gatherings and other gatherings of the MCM membership
- Manage the schedule of the Executive Minister
- Assist in the updating of the MCM website
- Distribute the agenda and docket for MCM Board meetings
- Record the minutes of MCM Board meetings
- Represent MCM staff on the joint MC Canada / MCM Staff Committee
- File, archive and dispose MCM records
- Perform other tasks to assist the Executive Minister
- Perform other tasks to assist other MCM Directors as approved by the Executive Minister

Time

0.5 FTE

Start

March 1, 2021

Qualifications

- Attentive to details
- Ability to work collaboratively
- Understanding of logistics
- Punctual
- Ability to record minutes

Expectations

Mennonite Church Manitoba expects all staff to exhibit a commitment to:

- A personal faith in Christ as Saviour and Lord;
- Being active in a local congregation that is a member of Mennonite Church Manitoba;
- Upholding in word and action the Confession of Faith in a Mennonite Perspective;
- Being committed to the vision of Mennonite Church Manitoba's mission;
- Adhering to the Personnel Policies of Mennonite Church Manitoba;

- Being energetic, creative and capable of multi-tasking;
- Working well with others as a team worker.

Salary

Level 5: \$16020 - \$19071

NOTE: Pending the transfer of other administrative tasks within MCM staff this position may increase to 0.75 FTE.

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