



Administrative Assistant

Brookside Baptist Church is seeking a part-time administrative assistant to join our growing team. We are a church whose mission is to help develop fully engaged followers of Jesus who seek God passionately, love one another sacrificially and share the gospel boldly. We serve first, aim high, pull together, make it happen and laugh hard along the way.

Brookside is currently in the midst of a multi-year strategic plan which includes strengthening our discipleship pathway and mobilizing everyday missionaries to bless our communities. The plan also includes a unique building development project to reimagine our property and launch additional satellite sites across Ottawa West and beyond. The Administrative Assistant will play an important role in ensuring organizational health as we navigate these initiatives.

We welcome your application and request that you email your cover letter and resume to hello@mybrookside.church by Wednesday, May 15, 2024. Please note that while we carefully review all applications, we will only contact candidates who are selected for an interview. We appreciate your understanding and interest in joining our growing team.

Position Summary:

The Administrative Assistant (AA) reports to the Lead Pastor (LP) and collaborates with the staff team. The AA facilitates effective communication, ensures alignment with organizational goals across a variety of ministry areas, and streamlines administrative processes to support the ministry of Brookside Baptist Church.

Responsibilities:

The AA is expected to uphold biblical priorities and church values, fostering a growing relationship with Christ and maintaining integrity. Responsibilities include:

1. General Administration:

- Attend weekly staff meetings
- Track staff time off
- Manage office email and phone
- Manage digital subscriptions and accounts
- Check and acquire office supplies
- Perform business liaison tasks
- Coordinate billing (e.g., utilities)
- Assist with formal paperwork and maintain formal document archives
- Perform other duties as directed by LP



2. Data Coordination and Maintenance:

- Oversee Church Management Software (Planning Center)
- Track weekly ministry metrics
- Monitor Next Steps for various church activities

3. Communications:

- Assist in creating the annual ministry and communications calendar
- Manage internal and external calendars
- Assist with website and social media management, including uploading content
- Create Planning Center Forms and assist with event planning
- Compile annual reports, newsletters and other communications

4. Facility Management:

- Coordinate facility operations
- Schedule mechanical utilities maintenance
- Manage the security system, including video security and lockup schedules
- Manage internal and external facility access
- Coordinate tear down and set up for events
- Oversee facility usage, including rentals

Character, Competencies, Chemistry:

- Committed Christian with a servant's heart
- Enthusiastic commitment to Brookside's mission, vision and values
- High creative passion and aptitude
- Team player with high integrity, respect for boundaries, and confidentiality
- Self-motivated, initiative-taking, resilient
- Excellent relational and written/verbal communication skills
- Excellent computer skills (PC and Apple products; variety of software applications)
- Brookside Partner or willingness to become a partner
- Participation in Brookside Worship Services

Arrangements:

- Classified as a part-time position
- Annual performance review by the Lead Pastor
- Employment subject to agreement and adherence to the Brookside Staff Handbook