



Ministry Assistant – Justice and Compassion

This position will be of interest to those with a passion for the unreached and the marginalized of our world; those with a passion for Jesus – His church and His mission. This individual will have the gift of administration, and the passion to see things run in an orderly efficient manner.

KEY ACCOUNTABILITIES:

- Be the primary administrative role in Justice and Compassion Ministries
- Meet with benevolent applicants, review and verify benevolent application information and make recommendations.
- Assist the Justice and Compassion ministry with the developing of ministry plans, budgets, and maintenance of same.
- Overall ownership of facility bookings, processing of expense reports, Master Card receipts, travel & conference arrangements, vacation and time off requests etc. for Justice and Compassion.
- Assist with the administration aspects of Detour Trips.
- Update database as necessary and respond to assigned follow ups.
- Assist team as needed.

QUALIFICATIONS:

- Strong verbal and written communication skills
- Strong computer skills and Microsoft Office experience
- 3-5 years office administration
- Strong people skills

SPECIAL NOTES:

- Will follow and live by the “Rule of Life” adopted by the SPAC staff, and adhere to the policies and procedures of the Staff Handbook.
- Member of Sherwood Park Alliance Church or willing to work towards membership.

Working Hours: part-time (20 hours per week)

Reporting to: Justice and Compassion Pastor

Position will remain open until suitable candidate is found.

If this opportunity interests you or you know someone who may be a good fit email us at human.resources@spac.ca