

Job Title: Administrative Support Manager
Location: Abbotsford, BC or St. Catharines, ON
Reports to: Director of Support
Salary: \$50,000 - \$55,000
Position: F/T Permanent – 40 hrs/week

About:

At The Great Commission Foundation (TGCF), our ministry consists of a team of skilled professionals that possess pastoral, administrative and accounting skills and use these talents to serve other ministries in an effort to fulfill the Great Commission of Jesus Christ. Our organization works to simplify ministry and mission by providing donor, administrative, accounting, compliance, and donations management expertise for over 500 ministry agents worldwide. The Great Commission Foundation is registered with the Canada Revenue Agency to do charitable work.

Purpose:

The Administrative Support Manager will provide both facility and administrative support to our leadership team (Canada and the US) while simultaneously building an administrative support team as growth permits. This role will be critical to the healthy functioning of our administrative support team and is a key support role within the organization.

Main Responsibilities & Activities:

- Supervises administrative staff (1) and divide responsibilities to ensure performance.
- Effectively engages in task management to fulfill the support of the leadership team.
- Provides excellent written communication, with the ability to articulate ideas clearly and concisely, tailored to the audience and purposes.
- Manages meeting agendas, meeting scheduling, meeting minutes, compiling documents and/or materials for meetings.
- Manages travel arrangement for upper management and staff providing detailed itineraries/travel plans when required.
- Manages arrangements for conferences. Registers and liaises with conference staff to ensure everything is organized. Communicate, schedule and coordinate with Agents participating in conferences with The Great Commission Foundation. (Staff and booth registration, booth furnishing rentals, marketing material packing/shipping, travel arrangements, communications, scheduling, etc.)
- Manages arrangements for staff and/or leadership events.
- Facility care: duties include but are not limited to janitorial, furnishings, office equipment, office supplies, special orders, building deficiencies, and other required services.
- Manages phone systems and correspondence (e-mail, letters, packages, etc.)
- Coordinate professional printing. (Tax receipts, mail house mailout, outsourced marketing materials, etc.)
- Coordinates and manages onsite and offsite events. (room rentals, meals, room set-up, communications, gifts, entertainment, etc.)
- Submits reports and proposals as assigned.
- Communicates with staff on behalf of the Leadership team.
- Other duties as assigned.

Skills and Competencies:

- Collaborative and faith-based leadership style.
- Humility and authenticity.
- Professionalism.
- Passion for ministry and serving others.
- Detailed oriented.
- Decision making using data, sound judgment, reasoning, and discretion.
- Emotional intelligence.
- Excellent verbal and written communication skills.
- Active listener. Seeks to understand and able to resolve conflict.
- Customer focused and relational.
- Effective planning, organizing, and prioritizing skills.
- Accountability and dependability.
- Critical thinking and problem-solving abilities.

Qualifications:

- Post-secondary education in a related field preferred.
- A passion for and genuine interest in serving and advancing ministry and charities.
- Proficiency in Microsoft Office suites and other office technology.
- Use of Asana, MS Teams, SharePoint and policy management software an asset.
- Experience with scheduling, travel planning, event planning, and team management.
- Possess professional maturity, sensitivity with different cultures, and impeccable integrity that exemplify the Ministry's values.
- In agreement with the Statement of Faith and Code of Conduct of the Ministry and aligned with the mission, vision, and values of the organization.

How to Apply:

- Qualified and interested candidates are invited to submit a PDF of their resume and cover letter to hr@thegc.org
- Please include "Administrative Support Manager 2024" in the subject line of your email.
- Only selected candidates will be contacted for an interview.