

Administrative Support: Part-time

Gateway Church Overview:

Gateway Church is a vibrant and dynamic community that helps people take a step in the right direction toward discovering and developing a relationship with Jesus. We are passionate about creating an environment where individuals can experience spiritual growth, authentic community, and meaningful relationships.

Position Overview:

We are seeking a highly organized and detail-oriented individual to join our team. This individual will support our Family Ministries and Finance departments in handling various administrative tasks. This job will be a part-time contract of 20-25 hours per week.

Key Responsibilities:

- Assisting the Family Ministries and Finance departments with various administrative tasks including:
 - Bookkeeping
 - Creating and maintaining event/camp registrations
 - Communication tasks including emails and phone calls as required
 - Grant applications
 - Supporting weekly programs with administrative tasks such as printing, organizing, ordering, and other tasks as needed
 - Maintaining Volunteer Registration and Police Checks
- Provide organizational administrative support as needed

Qualifications:

- High school diploma or equivalent; college degree preferred
- Proven experience in an administrative role, preferably in an office setting
- Familiarity with Microsoft Office, Google Workspace, and Sage 50
- Excellent organizational and time management skills
- Strong attention to detail and accuracy
- Excellent communication and interpersonal skills
- Ability to multitask and prioritize tasks effectively
- Proactive problem-solving skills
- Ability to maintain confidentiality and handle sensitive information with discretion

How to Apply:

Please send your resume and a cover letter outlining your qualifications and why you are interested in this position to admin@wearegateway.ca. Be sure to include "Administrative Support Application" in the subject line. We look forward to hearing from you!

Application Deadline: May 13, 2024

Gateway Church is an equal opportunity employer. We encourage candidates from diverse backgrounds to apply.