

CROSSVIEW CHURCH – NEXT GEN ADMINISTRATIVE ASSISTANT

Job Type: Full-time

The Next Gen Administrative Assistant works collaboratively and in a support role to the Next Gen and Kids Pastors and volunteers to facilitate effective Next Gen ministries that help achieve the Vision and Mission of Crossview Church.

RESPONSIBILITIES

Church Culture - The Next Gen Administrative Assistant actively models the Crossview Church culture (see Crossview Pillars graphic); beginning in their own personal life and spreading through the staff and volunteer teams in which they function.

Vision & Strategy - In collaborative support of the Kids Pastor, the Next Gen Administrative Assistant assists in the development of a long-term strategy to ensure Kids Ministry operates smoothly and efficiently; this strategy needs to align with the Crossview Church Vision, Mission and Values and shall be reviewed and updated annually.

Servant Leadership - The Next Gen Administrative Assistant provides ongoing leadership in terms of training, developing and scheduling Kids Min volunteers; working intentionally to create a sense of community and connection among the volunteers in the Next Gen ministry. The Next Gen Administrative Assistant supports Kids and Next Gen ministries through a range of activities, participates in staff meetings, representing the Next Gen ministry perspective and contributing to a broad range of discussions regarding Crossview culture and activities.

Volunteer Development - The Next Gen Administrative Assistant recruits, trains, motivates and develops volunteers so that they may experience success and fulfilment as they serve in Crossview Next Gen ministries.

Personal Development - The Next Gen Administrative Assistant pursues growth as a follower of Jesus, and as an effective servant leader of people.

Budget - In collaboration with the Kids Pastor, the Next Gen Administrative Assistant carries out their work within the approved budget to wisely utilize church resources and maximize ministry opportunities.

Reporting to the Kids Pastor, the performance of the Next Gen Administrative Assistant is evaluated against the above identified responsibilities and annually defined objectives.

QUALIFICATIONS

- As a Crossview Church staff member, the Next Gen Administrative Assistant's life needs to demonstrate wisdom, and integrity in family, church and community life; successful and healthy relationships characterized by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
- Agree with the Statement of Faith as set out in the Crossview Church Constitution.
- A member of, or willing to become a member of Crossview Church.

- Strong interpersonal skills: clear verbal and written form communication that consistently places high value on healthy relationships.
- Previous leadership experience is considered an asset.
- Demonstrated record of effective teamwork in both participant and leadership roles
- Organizational and time management skills.
- Proficient in Microsoft Word, Excel, Outlook.
- Sign the Crossview Church Personal Lifestyles Commitment
- Clear criminal record check (including Vulnerable Sector check) and Child and Adult Abuse Registry checks.



For more information or to submit an application, please contact Orville Friesen (Crossview Executive Pastor) (Orville.friesen@crossviewchurch.ca).