

POSITION DESCRIPTION

Manitoba-Saskatchewan Conference of the Seventh-day Adventist Church

Position Title: Receptionist/Admin Assistant

Department: Secretariat

Wage Scale: \$18.00-20.00 per hour plus vacation pay

Credential: Missionary License or Credential

Category: Non-Exempt/Hourly/Part-Time

Starting Date: February 2024

Supervisors: Executive Secretary

Education: Secretarial/Business/Office Mgmt.

POSITION SUMMARY: Our vibrant and growing Conference is seeking an energetic, organized, and creative individual for a position requiring spiritually motivated responsibilities and the performance of diverse office and/or secretarial duties for the Executive Secretary and other Church Ministries Directors of the Manitoba-Saskatchewan Conference of the Seventh-day Adventist Church. The position is to assist in designated administrative duties using initiative, creativity, high-level professionalism, and sound judgment. The position is also to assist with complex and highly confidential issues. It requires technical skills in MS Word/Excel/internet/typing, etc, verbal and written communication skills, interpersonal and organizational skills, and a demonstration of tactfulness and friendliness.

AUTHORITY, ACCOUNTABILITY: Authority is delegated by the supervisors. Work is performed with limited supervision. Accountability is to the Executive Secretary and Directors. Some tasks have specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines independently.

ABOUT US: Although our Conference has been around for a long time, many of our team members are new. Our office is centrally located in the heart of Saskatoon, in Nutana, surrounded by a neighbourhood full of character and beauty. We represent just over 4010 constituents from Manitoba, Saskatchewan and Nunavut, where many of our churches are in farming communities, but the bulk of our membership comes from our three main cities – Winnipeg, Regina and Saskatoon. These cities are also where our three schools are located. We aspire to fulfill the will of God by prayerfully working together for His will to be done, looking for relevant ways to make Jesus real for those who don't know him and energizing our team in the field by supporting them with unwavering support and counsel.

ABOUT YOU:

- Must be a baptized Seventh-day Adventist member in good standing, with a knowledge, belief, and practice of the fundamental beliefs of the Adventist Church and agreement with the vision, mission, and values of the Manitoba Saskatchewan Conference.
- Screen telephone calls, respond to routine/non-routine inquiries and refer appropriately.
- Process incoming/outgoing mails: open, date-stamp, sort and distribute to appropriate offices.
- Independently reply to routine correspondence.
- Update the online Dateline using information from churches, conferences, SDACC, NAD, and Burman.
- Process appropriately Mission quarterlies, Mission Spotlight, Vegetarian Food Labels, Discover Bible School and other request cards.
- Maintain and/or update office equipment inventory, resources, and supplies.
- Assist in the Camp meeting arrangements except for camp accommodations.
- Assisted supervisors in preparing various boards/committees and functions such as youth rallies, etc.
- Assist the Executive Secretary with archives and Planned Giving and Trust Services.
- Mail out Prairie Horizons and other routine or special mailings.
- Perform other work-related duties as may be assigned by supervisors.

EDUCATION/EXPERIENCE/CREDENTIALS

Equivalent to completion of two years of coursework in business/secretarial science and three years of office administrative work or an equivalent combination of education and successful work experience sufficient to perform the duties of the job as listed above.

KNOWLEDGE AND SKILL

- Have a knowledge of the general principles, policies and practices of the Church, including general

employment policies.

- Exhibit initiative, adaptability, accuracy, and punctuality.
- Be able to evaluate priorities.
- Be creative in writing letters and handling regular and special office tasks.
- Be knowledgeable in office procedures such as filing, telephone etiquette, office equipment (including computer, etc.), and English usage (spelling, grammar, punctuation, etc.).
- Be proficient in keyboarding skills with high accuracy (preferably 70+ wpm).
- Facilitate good communication among departmental staff and outside personnel.

PERSONALITY

- Spiritually motivated
- Team-player
- Relate well to other people in a friendly, diplomatic, and supportive manner.
- Tactfulness in handling sensitive issues
- Be able to maintain a high level of discretion and confidentiality.
- Loyal and supportive toward supervisors, departmental directors, and the Manitoba-Saskatchewan Conference
- Ability to think critically and use creative ways to solve problems.

PHYSICAL REQUIREMENTS

- Be able to read, speak, and hear
- Be able to communicate effectively orally and in writing
- Be able to stand, walk, bend, kneel, carry light items, etc.
- Be able to conform to standard work hours
- Adhere to generally accepted professional dress standards

WORKING CONDITIONS

- Tasks are usually performed under normal office conditions with little or no noticeable discomfort.
- Office work is not to be taken home for completion unless authorized by a supervisor.
- Overtime is granted only when requested and approved by a supervisor
- Not required to attend Camp Meetings, Camp Pitch and Workers Meetings.
- 27-hour work week from Monday to Thursday or as arranged.

Additional Requirements for the Job:

- Legally allowed to work in Canada: Permanent Resident, Citizen. This Job does not offer LMIA.
- Preference will be given to Saskatoon residents.
- Holder of Class 7 driver's license; preferred