



Restoration House Hamilton
(*Restoring Potential, Raising Leaders*)

MINISTRY SUPPORT OFFICER/EXECUTIVE ASSISTANT TO THE SENIOR PASTOR

Reports to: Senior Pastor

Restoration House Hamilton is a multi-racial church located in the heart of downtown Hamilton, ON Canada that has been impacting the lives of Hamiltonians positively for the past 15 years. Our mission is to restore potential and raise leaders through our various community outreach programs, and by investing in the spiritual well being of the growing population, one individual at a time one day at a time.

The Ministry Support Officer/Executive Assistant to the Senior Pastor is responsible for managing the day-to-day administrative requirements of the Senior Pastor to help ensure the smooth management of the overall organization by providing senior administrative support to the Senior Pastor.

RESPONSIBILITIES

- Manage the Senior Pastor's weekly activities & schedule meetings
- Maintain the Senior Pastor's calendar and schedule of events by assessing priorities and scheduling meetings
- Facilitate communication between members of the board, ministers, directors and the Senior Pastor
- Brief the Senior Pastor on the priority of issues, meetings and upcoming events including presentations
- Manage the development and flow of documents and correspondence for review and approval by the Senior Pastor
- Follow up on outstanding action items that have been delegated to ministers, directors and volunteers from the Senior Pastor
- Assist in responding to requests directed to the Senior Pastor's office
- Provide administrative and logistical advice and support to the ministers, directors & board of directors
- Draft Senior Leadership Team agendas, prepare minutes of the meetings and maintain an action registry
- Manage special projects on behalf of the Senior Pastor as directed by the Senior Pastor
- Oversee the operations/smooth running of the ministry.
- Efficient operation of the food bank
- Update the social media
- Assist with office, project and facilities management
- Assist in maintaining the church's expense and departmental budgets by verifying bills/expense statements; preparing and submitting expense reports; and preparing supporting documentation to process payments. Entry of the ministry's income & expense details into the PowerChurch database.
- Handle arrangements for all global and domestic travel. This includes handling paperwork for travel visa, confirming/re-confirming travel arrangements with airlines, hotels, car services and restaurants.
- Monitor the Church correspondence.
- Liaise with community organisations.
- Any other job as directed by the Senior Pastor

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+1905-527-1622
office@restorationhouse.ca
www.restorationhouse.ca



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QUALIFICATIONS

- Energetic and passionate about the work of God
- A believing believer
- Excellent oral and written communications skills in English
- Enthusiastic team player
- Ability to communicate effectively and tactfully with staff, board members, directors, volunteers, senior government officials and the public
- Well-developed analytical and reasoning skills
- Ability to apply complex administrative, management concepts and instructions of a general or complex nature
- Strong organizational and customer service skills
- Ability to work well under pressure and multitask
- Professional demeanour
- Sound judgement, courtesy and discretion
- Confidentiality, dependability and loyalty are essential
- Proficient in MS Office suite of products; knowledge of PowerChurch would be an asset.

EDUCATION AND EXPERIENCE

- 2 - 3 years of progressive administrative assistant experience with a minimum of 1 year as an Executive Assistant to a Senior Executive/Pastor.
- Bible School, College or University program in business administration or any related field. Equivalent professional practice in the administrative field would also be considered.
- Ministry experience is also an asset

Consideration of candidates will begin immediately and will continue until the position is filled. Interested candidates should submit a résumé, cover letter and statement of faith by email to office@restorationhouse.ca. We thank all respondents; however, only those candidates selected for an interview will be contacted.

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