



About Us

OUR VISION

At St. Albert Alliance we are all about living together as apprentices of Jesus in the now-available Kingdom of God. We take seriously the practical experience of being an apprentice of Jesus and seek to be a community of people who live like Jesus, engaging in a lifestyle that reflects his day-to-day priorities.

OUR STAFF

As staff at St. Albert Alliance, our purpose is to equip people to live out their apprenticeship journey with Jesus as stated above. We believe that "how" we carry out our work is as important as the work itself. Our expectation would be that all team members make every effort to be clear, direct and respectful, while exhibiting a hospitable and gracious manner in all of our interactions with each other, our church family and all that we serve in St. Albert.

OUR PURPOSE

"What if an entire community of people sought to become wholehearted apprentices of Jesus? What if it was normal to take our lead from Jesus in every area of life, to engage in the kinds of practices he engaged in? At St. Albert Alliance, we believe Jesus is inviting us to find out..."

Jeremy Peters – Lead Pastor

Receptionist / Administrative Assistant

Competition number: 2017-05

Closing date: August 31, 2017 or until a suitable applicant is found

Job type: Full-Time – up to 37.5 hours per week

Department: Administration

The Opportunity

Reporting to the Executive Pastor, the Receptionist / Administrative Assistant provides reception services, and manages the front desk and copiers. In addition, this function champions and maintains Planning Center Online, and provides administrative support for multiple Pastors and staff.

To be successful in this role the Receptionist / Administrative Assistant must have well developed interpersonal and communication skills, and be able to personalize interactions with staff, our congregation, and the community while managing multiple and time sensitive priorities in both people and system focused platforms. A willingness to collaborate and to take initiative in developing new systems would be an asset. An ability to adapt to a quickly moving environment.

Job Requirements & Responsibilities:

- Welcomes visitors by greeting them, in person by email or on the telephone; answering or referring inquiries.
- Manages mail distribution, large mail outs, management of church mailbox system, maintenance of ushers' cabinet, lobby kiosks and debit machine envelopes.
- Maintains office supplies and Xerox supplies, as well as, trouble shoot office machines.
- Planning Center Online (church management software):
 - Coordinates schedule for Frontline Ministries
 - Maintain develop processes and controls for the church data base system
- Provides administrative support to assigned pastors
- Website & APP support to the Director of Communications.
- Supports to the Executive Assistant as required, including Sunday morning preparation and hospitality.
- Other administrative duties as assigned.

Qualifications

- High School Diploma (Office Administration Diploma preferable)
- Five years of progressively responsible experience in Administrative support roles.
- Senior level knowledge and practical application of computers and associated technology such as Microsoft Office 365 including Word, Outlook, Excel, PowerPoint and Publisher.
- Strong understanding of people-focused service in highly sensitive and emotionally charged situations.
- Previous experience with Planning Center Online would be an asset.

Hours of Work

This position will work 37.5 hours per week, with occasional evenings and weekends.

How to Apply

Qualified applicants are invited to submit their cover letter and resume quoting the competition number to Wes Brodhead, Executive Pastor via email to jobpostings@staalliance.org

This competition will be recruited to and interviewed for on an ongoing basis as qualified candidates apply.