



## Job Title: Administrative Assistant

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**Location:** 940 Elmhurst Road, Winnipeg, MB

**Department:** Programming, Care, Life Groups, Missions

**Job Type:** 40 hours/week

### Job Summary:

This Administrative Assistant role contributes to the efficient day-to-day operations of the office as well as the supporting the work of the Programming, Care, Life Groups, and Missions staff. This position will work regularly with sensitive and/or confidential information.

### Primary Duties (including but not limited to):

#### Administration

- Assist greater Administrative Team with daily tasks, reception etc.

#### Life Groups, Community Care, and Outreach / Mission

- Participate in weekly tasks such as team meetings, conducting research for Life Group teachings and discussion questions, and details for weekly Life Group filming (time, location)
- Support the pastors with preaching tasks - research for teaching material, finding props, and creating teaching TV presentations
- Event booking, planning, organizing volunteers, set up, running, and tearing down. Occasional evenings and Saturdays are required for events

#### Programming Team

- Organize specific details for the Programming Team as they relate to Sundays (printing and distributing materials such as music for the band, announcements, etc.)
- Assist with routine website and social media updates

#### Sundays

- Assist the Host Team Director
- Tasks to include scheduling, leading, and providing care to volunteers during the week

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940 Elmhurst Rd.  
Winnipeg, MB R3R 3X7

204-832-4119  
[info@oasischurch.ca](mailto:info@oasischurch.ca)



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### **Knowledge, Skills, and Experience valued:**

- Excellent time management and oral/written communication skills/
- Ability to prioritize and pivot on projects
- Servant hearted, inviting and encouraging of others, always asking "How can I help you?"
- Optimistic, not prone to gossip
- Church volunteer experience

### **About Oasis Church:**

Founded in 1999 with just a handful people, Oasis has grown into a vibrant community of over 1800, welcoming people of all ages and backgrounds. Our mission is to lead people into a growing relationship with Jesus Christ. We strive to accomplish this by creating irresistible environments where those new to church can feel at home and be inspired to invite their friends. Our team, composed of men and women of various ages, backgrounds, and skill sets, work together towards a shared goal of fostering spiritual growth in our community.

### **Benefits:**

- 50% Health, Dental, LTD, Basic Life Insurance Benefit covered
- Competitive Paid Time Off
- RRSP matching to 6.6%
- Opportunities for personal and professional growth
- Being part of a great team!

### **Application Process:**

- Please send your resume to [info@oasischurch.ca](mailto:info@oasischurch.ca)
- Applications will be reviewed upon submission. Successful applicants will be contacted to arrange an initial video chat or phone call
- Following that initial conversation, successful applicants will be invited to one or two rounds of interviews with multiple staff to ensure fit give and you an idea of what we are like
- The successful candidate will then be given an conditional offer of employment and other candidates will be updated