

Oasis Church
940 Elmhurst Road
Winnipeg, Manitoba

Oasis Church is a vibrant and growing community with people from all walks of life. Oasis' vision is to be a church that unchurched people love to attend and our mission is to lead people into a growing relationship with Christ. We are looking for a one-year term employee (potential to become permanent) who is a proactive, high capacity team member called to serve our community and beyond. Candidates will be considered as resumes are received.

Administrative Assistant (Programming & Adult Ministries), 32 hours/week (Potential to work 40)
Reports to: Adult Ministries & Programming Team

Summary

The Administrative Assistant contributes to the efficient day-to-day operations of the office as well as supporting the work of the Programming and Adult Ministries Pastors. This position will work regularly with sensitive and/or confidential information.

Essential Job Duties and Responsibilities, including but not limited to:

- Administration
 - Assist Administrative Team answering phones, responding to online chats, greeting and directing volunteers, and doing errands.
 - Complete any daily "to do" lists given by the Programming and/or Adult Ministries Pastors.
 - Make use of software like Rock (database), Word, Power-Point, and Pro-Presenter to accomplish requested tasks.
 - Collect, process, and file Plan to Protect documents for volunteers in all ministries as necessary.
 - Maintain filing system(s).
 - Documenting and maintaining a comprehensive checklist for tasks and events.
- Adult Ministries - The Adult Ministry team includes 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 Adult Ministries Pastor with preaching tasks - research for teaching material, finding props, and creating teaching TV PowerPoint 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.)
- Sundays (to be evaluated)
 - Assist Children's Ministry Director throughout services.
 - Tasks may include but are not limited to: set up, leading meetings, directing children, directing and helping volunteers, tear down, and being available to answer questions from parents or leaders, etc.

Knowledge, Skills and Experience valued:

- Grade 12 plus previous experience or completion of business /administration courses.
- Excellent time management skills; attention to detail; the capacity to prioritize by assessing situations to determine urgency; ability to develop a work schedule, set goals, create / implement action plans and monitor progress towards goals; and ability to make clear, timely decisions.
- Proficiency in Microsoft Office.
- Excellent oral and written communication skills.
- Build and maintain positive working relationship with others both internally and externally.
- Ability to anticipate, understand, and respond to the needs of supervisor(s).
- Flexibility and the willingness to learn new skills.
- Work cooperatively to set goals, resolve problems, and make decisions to enhance organizational effectiveness.
- Servant hearted, inviting and encouraging of others, always asking "How can I help you?", optimistic, not prone to gossip.

Please Send resumes or contact us for more info at info@oasischurch.ca