

Administrative Assistant: EduDeo Ministries

Do you love supporting various teams to be the best they can be as they work to advance Christ-centred education? Are you a strong communicator who loves holding a team together with your skills, flexibility, and relationship building? Do you love details, administration, and a job well done? If so, come join us at EduDeo Ministries as our Administrative Assistant.

Position: Administrative Assistant

Classification: Salaried – Full Time

Start Date: June 14, 2021

Position Summary:

The Administrative Assistant is responsible for assisting and supporting members of the International Partnerships (IPT), Key Relations (KRT), and Operations (OPS) teams.

Position Goals:

1. To assist internal organizational teams with administrative tasks and communication.
2. To handle travel and logistics for international travel.
3. To assist with data entry of donations received.

Description of Responsibilities and Duties:

1. International Partnerships: (40%)

- a) To assist with the administration of the IPT activities.
 - maintain partnership and project files and records
 - assist with the preparation of partner plan and budget documents
 - assist with partner and program evaluations
 - keep the staff informed of IPT activities and partner stories of impact
 - proactively gather news from partner countries
 - assist with logistical planning of IPT initiatives
 - assist with quarterly disbursements of funds to partners
 - maintain a database of current and potential Learning Leaders
 - maintain a database of international development and education organizations and resources

2. Key Relations: (20%)

- a) To assist with the administration of the HANDS program.
 - maintain records for each HANDS team
 - coordinate flights for HANDS participants
 - prepare various HANDS documents for teams pre- and post-trip
- b) To assist the Key Relationship Officers with donor communication and the review and management of their monthly impact charts.

3. Operations: (20%)

- a) To serve as the first point of contact for the office.
 - receive and screen incoming telephone calls
 - respond to general emails
 - welcome office visitors / guests



- b) To manage office logistics.
 - booking and hosting meetings
 - maintaining office supplies
 - general upkeep and cleanliness of the office
- c) To enter donations into database.
 - receive and open mail
 - prepare bank deposits
 - enter donations into Salesforce
 - mail tax receipts
 - assist with the management of donor information

4. Organization: (20%)

- a) Be an active member of various Key Result Area (KRA) teams.
- b) Be an active participant in team meetings, etc.
- c) Provide assistance, as requested, at various significant organizational events.
- d) Continue to grow through professional development opportunities.
- e) Complete other duties as assigned by KRA Directors.

Reporting Structure: The Administrative Assistant reports to the Operations Director.

Job Requirements:

- Strong commitment to Jesus Christ and His church.
- Strong commitment to the vision, mission, values and goals of EduDeo Ministries.
- Highly self-motivated, responsible, and confident in taking initiative.
- Demonstrated success in working as a member of a team and developing effective working relationships.
- Excellent communication skills – verbal and written.
- Computer literate, including effective working ability with Microsoft Suite and database systems.
- Aptitude for continual learning and professional development.
- A degree in Business, Administration, International Development or a related field.
- Cross-cultural experience is a benefit.
- Experience with Salesforce is an asset.

Application Requirements:

Applicants are requested to submit a cover letter, resume and statement of faith to careers@edudeo.com. A range of qualifications are evaluated, including distinguishing characteristics that demonstrate congruence with EduDeo Ministries' identity as a Christian organization.

EduDeo Ministries welcomes and encourages applications from people with disabilities. If required, accommodations are available on request for candidates taking part in all aspects of the selection process.

Please note: This position will work out of our Hamilton, ON office, but due to the ongoing COVID-19 pandemic, this role may require working from home for a period of time.

Deadline: May 17, 2021 or until the position is filled.

