



Administrative Assistant - Job Posting

One Hope Canada is currently seeking a servant leader to join our team as an *Administrative Assistant* at the Ministry Resource Centre (MRC) in Winnipeg. This is a full-time position based out of our Winnipeg office.

One Hope Canada develops life-long followers of Jesus by clearly communicating the Gospel through Bible camps, community ministries, and other innovative ministry strategies. We partner with 400 local churches across the country, reaching more than 30,000 children and youth each year.

Reporting to the Director of Administration and Human Resources, the *Administrative Assistant* is entrusted with fulfilling the purpose of One Hope Canada, and is responsible for all administrative and office support activities as assigned.

The successful applicant will have a positive experience in administrative roles, ideally with extensive experience using the Google Workplace platform, donor database programs, and spreadsheets. The person will also be able to demonstrate flexibility, strong organizational, math and people skills. Fluency in French is an asset.

This is a fast-paced, exciting ministry role where you will be stretched and encouraged as you experience God at work through His people.

Visit our website for more information – www.onehopecanada.ca/careers/

Deadline to submit your resume is April 18, 2025.

Email resumes to: hr@onehopecanada.ca

Note: In addition to One Hope Canada being a place of employment, it is also a community of people united by their common Christian faith. Employment with One Hope Canada is inseparable from a faith commitment to Jesus Christ. All successful applicants must agree and sign One Hope Canada's Statement of Affirmation form.

Administrative Assistant Job Description

Role Title: Administrative Assistant
Reports To: Director of Administration and Human Resources

Overview of Role:

The person holding this position performs various administrative and office support activities for the Ministry Resource Centre (MRC). This is a full-time position based out of the MRC office in Winnipeg. Duties include donor database management, preparing mailings, compiling marketing analytics, creating spreadsheets, and office filing. Basic math, written/oral communication, and computer skills are required, while experience using the Google platform (Drive, Docs, Sheets, Slides, etc.), Microsoft Office (Word, Excel, etc.), or any other database program is an asset.

One Hope Canada is considered a Religious Order under the provisions of the CRA, and as such, missionary employment with One Hope Canada is seen as following God's unique invitation. Members, and those aspiring to be members, must agree with standards of spiritual and personal suitability and are therefore required to sign a Statement of Affirmation annually.

Empowered by the Director of Administration and Human Resources and within the Department of Finance and Administration, the Administrative Assistant, with the tools and resources provided, is entrusted with fulfilling the purpose of One Hope Canada both personally and professionally and is responsible for all administrative aspects as assigned.

Primary Objectives

- To present the Gospel, particularly to those having the least opportunity to hear of Christ, and especially to children and youth, and to disciple believers for living and serving through His church.
- To direct, encourage and equip our Ministry Points to fulfill the purpose and vision of One Hope Canada.
- To accomplish the primary objectives by effectively managing administration and other office support activities related to the Ministry Resource Centre.

Core Competencies

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| • Follower of Christ | • Good understanding of compiling and analyzing data |
| • Passion for the Gospel | • Ability to work on multiple projects at the same time |
| • Well organized | • Capable of working alone as well as with a team |
| • Good math skills | • Self-motivated |
| • Good computer skills | • Good judgment |
| • Effective communication | • Attention to detail |

Education and Experience

- Post-secondary education in a related field is an asset
- Experience with camping ministry is an asset
- Fluency in French is an asset