



The Prairie Centre for Christian Education Part-Time Administrative Assistant

The Prairie Centre for Christian Education is looking for a part-time Alberta-based Administrative Assistant (10-15 hours/week) to join our team. PCCE, based in Edmonton, is an association of 25 Christian schools in the Prairie provinces whose goal is to be our schools' "essential partner in Christian education."

We are looking for a creative, resourceful, conscientious and detail-oriented individual who enjoys making a difference, being part of a team and is passionate about Christian education.

In this job you will provide administrative support to ensure the efficient operation of the PCCE. You will support the organization through a variety of tasks related to office management and communications. The ability to work in a flexible environment with strong attention to detail is essential.

Please submit a cover letter, resume and two letters of reference to gmonsma@pcce.ca by **January 31, 2022**. We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.

Job Tasks and Responsibilities

- Coordinate and oversee event logistics (e.g. registration, venue, catering, accommodations)
- Design, prepare and distribute communications (internal and external)
- Design and prepare presentations, resources and reports
- Provide support for board meetings: prepare materials, manage meeting logistics, take & distribute minutes, provide follow-up support
- Update and maintain membership lists
- Update and maintain policies and procedures
- Oversee website and social media
- Attend to correspondence and queries

Key Competencies & Requirements

- Ability to take initiative and show leadership in areas of responsibility
- High level of proficiency in programs/applications such as Google Docs, Office, Canva, Adobe, Slack and Zoom
- Excellent time management skills and the ability to prioritise work
- Attentive to detail
- Independent problem solving skills

- Able to actively contribute to the mission of the organisation
- Regular participation in a Christian church
- An understanding of and/or experience in Christian education is an asset

Benefits

- Flexible schedule including the ability to work from home
- \$23-\$29 per hour
- Canada Pension Plan contributions as required by law
- Employment Insurance premiums as required by law
- Vacation pay at 4% of total earnings

Other details

- Some travel is required
- Must live in Alberta. Residing within commuting distance of our office in Edmonton is an advantage but not required
- **Anticipated start date: February 2022**