



## Ministry Administrative Assistant – Next Generation

Southview Church is a large, multi-ethnic, multi-generational church located in Calgary's deep south, with a passion for leading people to know and follow Jesus. There is a long legacy of seeing people transformed by the life changing news of Jesus and propelled forward on mission – both locally and globally. We are passionate about making disciples in our church, in our community, and around the world. We dream of seeing our people living in unity with one another, growing in their faith, serving & caring for others, and telling the story of who Jesus is wherever God has uniquely positioned them.

The Ministry Administrative Assistant for our Next Generation provides organized, proactive administrative support to the pastoral staff and ministry operations of Student and Children's Ministries. This role helps ensure that communication, scheduling, registrations, records, and routine ministry administration are handled accurately and efficiently during regular office hours with the occasional evenings or weekends.

### What you get to do:

- Provide administrative and database support to the Pastors of Children's and Youth Ministries
- Manage calendars, scheduling, and ministry-related appointments
- Coordinate room bookings and facility requests for ministry programming and meetings
- Prepare and distribute ministry communications and administrative updates as required
- Maintain organized records, files, and internal ministry documentation
- Take and organize meeting notes, action items, and follow-up tasks as needed
- Team Collaboration
- Communication and Information Management

### Who you are:

- A pastor's heart and deep love for children and youth.
- Possessing strong administrative and organizational skills.
- Attention to detail and follow-through.
- Experience in church environment is a bonus, but not essential.
- Ability to handle confidential information with discretion.
- Proficiency with Microsoft Office – MS Teams, OneNote, Outlook, Word, PowerPoint, and SharePoint.
- Excellent communication skills, with a friendly and positive attitude.
- Self-motivated, action-oriented with a commitment to creativity and problem-solving.
- A team player who can jump in to help where needed.

This is a permanent position with 30 hours per working weekdays with occasional weekday evenings and weekends (limited). Please submit your resumé and cover letter to Mary Ellerby - [mary@southviewchurch.com](mailto:mary@southviewchurch.com) – Human Resources.

We would like to thank everyone for their application; however, only those being considered for an interview will be contacted.