



Ministry Focus Description

Position LifeGroup/Administration Assistant

Responsible to Discipleship Pastor/Office Manager

Emmanuel Evangelical Free Church (EEFC) is a well-established and thriving faith community with people from all walks of life. Emmanuel's mission is to "Make disciples of Jesus who live and love like Him, guiding others to do the same." We are looking for a candidate who is a proactive, high-capacity team member called to serve our faith community.

Primary Responsibility

"Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: "Love your neighbour as yourself." (Matthew 22:37-39)

Ministry Expectations

The primary purpose of the LifeGroup Assistant is to provide administrative assistance to the Discipleship Pastor in directing Emmanuel's strategy for LifeGroups and discipleship plan. You will be expected to practically assist by creating discipleship resources, creative problem-solving, and helping with administrative support.

Staff members at Emmanuel EFC are expected to affirm the Evangelical Free Church of Canada's (EFCC) Statement of Faith. It is expected that all staff members make every attempt to be involved in the life of the church, attending church services and church events.

Responsibilities

- Attend monthly all-staff meetings
- Book meetings and schedule LifeGroup events
- Purchase supplies and resources
- Maintain LifeGroup database
- Answer incoming emails and phone calls for LifeGroup general inquiries
- Participate in the Discipleship Team meetings
- Hold LifeGroup leader training gatherings
- Create weekly LifeGroup Discussion Guide
- Create and send out regular emails to LifeGroup leaders and members
- Perform administrative assistance to the Discipleship Pastor
- Regular rotation at Emmanuel's Welcome Centre on Sunday mornings
- Organize paperwork for Summer Ministry Bursaries
- Help with administrative team tasks assigned by the Office Manager
- Other duties as required

Phone:
204.326.9865

Email:
info@eefc.ca

Website:
eefc.ca

Address:
360 Mckenzie Avenue Steinbach MB R5G 0K6



Qualifications

- Proven experience as an administrator, administrative assistant or relevant role
- Excellent organizational and time-management skills
- Strong written and oral communication skills
- Problem-solving attitude with an eye for detail
- Committed to modelling a Christ-centered life
- Ability to build healthy, trust-centred relationships
- Passionate about leadership development and the spiritual growth of individuals
- Teachable and open-minded to new methodologies of practicing ministry
- High school diploma; additional qualifications as an office administrator are a plus

Time Requirements

General Admin Centre hours are 8:30 am to 4 pm, Monday to Thursday. However, each team member is expected to work out the details of their weekly schedule with their supervisor; this may include some evenings and weekends.

Submission Guidelines

Candidates will be considered as resumes are received; however, all candidates may not be contacted for interviews. Please send resumes to info@eefc.ca.

Signature: _____ Date: _____

Department Head: _____ Date: _____

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