



Job title: Administrative Assistant and Event Coordinator

Overview: The Administrative Assistant and Event Coordinator will provide support to the Canadian Baptists of Atlantic Canada (CBAC) Team to enable systems, connections, meetings, and key events to happen efficiently and effectively to meet our goals.

Responsibilities:

Administrative Assistance

- Provide support to the CBAC Team as directed.
- Serve as the minute-taker for staff meetings.
- Editor of Senior Staff materials, as needed.
- Gather information for the CBAC Yearbook.
- Assist in keeping CBAC database up-to-date.
- Provide analysis of CBAC data, as needed.

Event Management

- Assist with registration for CBAC events.
- Director of Oasis. (Our annual CBAC assembly.)
 - o Create and lead an Oasis Event Team (staff and volunteers) to design, plan, and implement all aspects of the event.

Council Administrative Support

- Serve as CBAC Council Secretary.
- Request meeting reports from all CBAC Team, partners, agencies, committees, and boards as required.
- Compile and distribute all reports in an electronic/web drive for all participants.
- Plan meeting logistics.
- Compile meeting and reporting schedules for all CBAC Team Members & Organizations that come to Council.
- Compile meeting schedules of all CBAC organizations to ensure attendance of CBAC representatives at their Board meetings.
- Prepare Long and Short Program for Oasis.
- Provide assistance to Oasis Assembly Minute Recorders and Scrutineers, as needed.

Nominating Committee Support

- Serve as Secretary for the nominating committee.
- Provide administrative support for the nominating committee.
- Compose documents and confidential correspondence as needed.
- Plan meeting logistics.

Atlantic Baptist Mission Board (ABMB) Support

- Provide Administrative Support for ABMB Director.
- Serve as secretary for the ABMB (record and distribute minutes).
- Maintain ABMB records.
- Coordinate Board meeting logistics (email meetings; zoom meetings; face-to-face)
- Lead contact person for Church Capital Grant applications (facility/repair requests)
- Lead follow-up to inquiries regarding church closures and property transfers.
 - o Provide timely responses to church closures and property transfer requests.
 - o Work with the churches, ABMB lawyer and ABMB Director to resolve these situations.
- Coordinate deposits and share information with the Atlantic Baptist Archives at Acadia University.
- Assist in Ministry Initiative Grant (MIG) allocation.
 - o Communicate with churches/associations regarding MIG applications/deadlines.
 - o Receive applications.
 - o Communicate with pastors/churches regarding applications (clarity/information needed).
 - o Send follow-up letters to churches.
 - o Collaborate with the ABMB treasurer regarding grants.
 - o Follow-up regarding MIG project results (e.g. gathering stories).

Terms of Employment:

This is a full-time position located at the CBAC office in Moncton, NB. CBAC currently has a hybrid working environment. Therefore, an agreed schedule of remote and onsite work can be negotiated.

Salary to be negotiated to reflect experience and skills.

Organizational Relationships:

Reports to the Executive Minister.

Works closely with all the CBAC Team (staff) and Council.

Desired skills and preferred candidate:

1. Confidentiality and discretion are essential.
2. Commitment to adhere to the by-laws and policies of the CBAC and Council.
3. Proven track record in administrative support and event planning (3 years' experience.)
4. Strong computer skills and a willingness and ability to learn new programs as needed. Experience in Microsoft 365 applications (Word, Excel, PowerPoint).
5. Strong writing, editing, and language skills.
6. Character - Collaborative, excellent organizational skills, team player, high integrity, self-motivated, and teachable.
7. Undergraduate degree preferable.
8. Evidence of a Christian conversion and living a life in keeping with biblical standards through local church involvement.

9. Baptist conviction – a member in good standing or willing to become a member of a CBAC church.

The candidate must:

Be in agreement with the CBAC's Basis of Union and willing to comply with the Covenant of Christian Workers and a confidentiality agreement as conditions of employment.

About the Canadian Baptists of Atlantic Canada

We are a family of approximately 400 Canadian Baptist Churches across the four Atlantic Provinces – New Brunswick, Nova Scotia, Prince Edward Island and Newfoundland & Labrador. Our role is to support and resource our pastors, churches, and people, to facilitate our shared mission.

Our purpose is being and making disciples of Jesus Christ, who are integrated into the life and ministry of healthy, growing churches, committed to fulfilling the Great Commission and the doing of God's will on earth.

Our vision is to inspire and enable every church to join God in our neighbourhoods, so that many come to know Jesus.

For further information about the CBAC visit: <https://baptist-atlantic.ca/>