



POSITION: Kids Ministry Administrative Assistant

POSITION TYPE: Part-time

Central Heights Church is a vibrant and welcoming community that prioritizes delight in Jesus, discipleship to Jesus, and dedication to the mission of Jesus. We exist for the display of God's splendor. We are seeking an organized, energetic, and flexible individual to join our team as a Part-Time Administrative Assistant.

This role will provide crucial support to our Kids Ministry and assist with general administrative tasks in a collaborative, team-oriented environment.

Key Responsibilities:

- Provide administrative support to the Kids Ministry team.
- Assist with general administrative tasks, including scheduling, communication, and data entry.
- Maintain organized records and assist with project management tasks.
- Exercise strong attention to detail and ensure accuracy in all administrative work.
- Provide friendly, professional customer service in person and over the phone.
- This role **may** include working one Sunday morning each month in the Kids Ministry area.

Qualifications:

- Proficiency in Microsoft Word, Excel, and other related software.
- Strong organizational skills with the ability to manage multiple tasks.
- Ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- A passion for ministry and a desire to contribute to a positive and impactful community.

Why Join Us?

This is a wonderful opportunity to contribute to a dynamic and passionate team while gaining experience in administrative support and ministry operations. If you are detail-oriented, proactive, and excited about supporting a church that makes a difference, we would love to hear from you!

How to Apply:

Interested candidates are invited to submit their resume, cover letter, and references to jobs@centralheights.ca. Please include "Kids Ministry Administrative Assistant" in the subject line.

Application Deadline:

This position will remain open until we find the right candidate. The role will begin in January or as soon as the appropriate candidate is found.

We look forward to your application!