

Family Ministries Administrative Assistant **(Part-time: 15–20 hours per week)**

the bridge is a multi-ethnic and multi-generational church, impacting our world in Christ, located in Markham, part of the Greater Toronto Area. Gather, group, grow, give and go is how *the bridge* fulfills its mission and vision. Our mission is to connect people to God, each other, and our world. Our vision is to see transformed people impacting their world in Christ. We gather for a renewed and inspired perspective. We group to put this inspired life into practice. We grow through personalizing our faith in Jesus. We give to participate fully in God's love for all, and we go out into our world to perpetuate the goodness of God.

the bridge is looking for an organized individual who has a calling, conviction and heart for supporting ministry—specifically, someone who would like to utilize their administrative gifts and skills for family ministries at the church.

The Administrative Assistant supports Family Ministries by providing administrative and logistical support for Family Ministries, including Children's, Youth, and Young Adults' Ministries. This role will report to the Family Ministries Pastor and work closely with the individual pastors within the Family Ministries team to help ensure smooth operations, clear communication, and effective coordination of events, volunteers, and ministry systems.

This is a part-time role, 15–20 hours per week and will work in a hybrid environment with a minimum 4 hours in-person weekly (ideally Tuesday afternoons; Thursdays may be considered).

Primary Responsibilities:

- Attend weekly in-person Family Ministries team meetings, take meeting minutes and assist with follow-up tasks as required
- Collaborate with the Family Ministries Pastors to execute ministry goals and provide administrative support for family, youth and young adult ministries
- Schedule meetings and coordinate calendars across ministry teams; proactively flag upcoming conflicts, needs or deadlines
- Maintain ministry data in Planning Center (e.g. reports, statistics, processes, etc.)
- Manage internal room bookings for the ministries, liaising with staff as needed
- Manage external event logistics (e.g., bus rentals, activity/venue bookings, registrations, etc.)
- Process expenses and reimbursement forms for staff and volunteers as needed
- Coordinate volunteer scheduling for youth and young adults' ministries.
- Maintain storage areas, as well as assist with purchasing and inventory of resources and supplies
- Act as a resource for volunteers regarding administrative matters

- Send weekly youth ministries emails and other occasional communications as required
- Create and maintain a social media schedule; sending reminders /updates to teams
- Submit communication requests (CRAs) and liaise with *bridge* staff as needed
- Update Family Ministries content on the church website
- Support a welcoming and organized environment for Family Ministries
- Work collaboratively with the children's ministry staff, assisting with volunteer scheduling and serving as backup for administrative tasks as required
- Assist with ministry events as required (e.g. Family Ministries seminars, event check-ins, March Break events, summer camps, etc.)
- Attend individual ministry team and staff meetings as required
- Assist with church-wide events as required
- Other related duties as assigned

Qualifications:

- Undergraduate degree or diploma in a related field preferred, or equivalent experience
- Demonstrated administrative experience
- Strong organizational, administrative, and database skills with high attention to detail
- Demonstrated ability to handle multiple projects and deadlines
- Experience in church or ministry settings is an asset
- Familiarity with Planning Center or similar database systems preferred
- Proficient in MS Office (Word, Excel, Outlook), internet tools, and social media platforms
- Very good written and verbal communication skills
- Very good interpersonal skills and a collaborative spirit
- Ability to work individually and as a team player
- Ability to maintain confidentiality and demonstrate professionalism
- Ability to take initiative and problem solve
- Alignment with *the bridge's* mission, vision, and values
- Regular attendee of *the bridge* an asset
- Flexible, with the ability to work weeknights and weekends, assisting with events as required

For more information on *the bridge*, go to www.thebridgemarkham.com. If you are interested in this employment opportunity, please submit your cover letter and résumé to careers@thebridgemarkham.com. *the bridge* invites fully qualified candidates to apply for the following position; however, Canadian citizens and permanent residents will be given priority. *the bridge* is committed to providing accommodation for people with disabilities and will work with you during the selection process if this is required. All applications will be reviewed, but only those selected for interviews will be contacted.