

Administrative Assistant

Westheights Community Church | Kitchener, Ontario

Westheights Community Church is a vibrant community church located on the west side of the City of Kitchener. The church was planted in the late 1970s when a group of people with a desire to reach out to a rapidly growing area of the city began meeting. Since then, the Westheights story has been one of growth and innovation as the congregation strives to be a contemporary Anabaptist expression of the Kingdom of God in Kitchener-Waterloo.

Position Summary

The Administrative Assistant provides operational and administrative support that helps the ministry of Westheights Community Church run smoothly and effectively. This role serves as a central point of coordination for church communications, office administration, records management, scheduling, and congregational support. The Administrative Assistant works collaboratively with staff, volunteers, and congregants to create welcoming systems and experiences that strengthen the church's mission and ministry.

Role Type	Part-Time
Recommended Hours	30 hours/week
Schedule	To be determined. Includes weekly office hours, availability for weekly staff meetings and occasional evening meetings as required.
Sunday Requirement	Sunday attendance is not a work expectation; however, occasional Sunday presence for special events and administrative support as needed.

Key Responsibilities

1. Church Administration

- Serve as the primary point of contact for general church inquiries, responding to emails, phone calls, and visitors in a professional, welcoming, and timely manner.
- Act as the primary Administrator of the Rental Policy; manage facility requests, keys, and system training. Support the Facilities Coordinator.
- Maintain church records and databases, including Westheights Protection Plan, membership information, attendance records, volunteer records, and contact information.
- Coordinate calendars, room bookings, and facility use requests to ensure effective use of church spaces.
- Prepare and distribute meeting agendas, minutes, reports, and other administrative documents as requested.
- Support staff with scheduling, correspondence, filing, and administrative tasks.
- Maintain office supplies, equipment, and administrative systems to ensure efficient operations.
- Develop and maintain organized digital filing systems and administrative procedures.

2. Communications & Congregational Support

- Coordinate weekly church communications, including newsletters, announcements, email updates, and website content.

- b. Prepare and distribute Sunday morning communication materials, slides, and special event information.
- c. Assist ministry leaders with promotional materials and communication plans for church events and programs.
- d. Ensure accurate and consistent information is communicated to congregants through a variety of platforms.
- e. Support newcomers by coordinating follow-up communication and maintaining visitor information.
- f. Help cultivate a welcoming and responsive communication culture that reflects the values of the church.

3. Financial & Records Administration

- a. Assist the financial team with administrative tasks, as required.
- b. Support the Lead Pastor and designated finance volunteers with administrative tasks related to budgeting, expense tracking, and financial reporting.
- c. Maintain confidential personnel and financial records with integrity and discretion.
- d. Process invoices, reimbursements, and routine financial paperwork as directed.
- e. Assist with annual reporting and documentation requirements for denominational and regulatory needs.

4. Event & Ministry Support

- a. Provide administrative support to staff-led ministries by assisting with planning, coordination, and execution of ministry initiatives as needed. This includes helping manage project timelines, coordinating bulk communications, overseeing print production, and providing logistical support for ministry events throughout the year.
- b. Coordinate registrations, communications, and logistical details for conferences, workshops, and special events.
- c. Assist ministry staff in recruiting, onboarding, and tracking volunteers.
- d. Support church-wide projects and seasonal activities, including Christmas, Easter, summer programming, and community outreach initiatives.
- e. Collaborate with staff and volunteers to ensure administrative processes help ministries flourish.

Qualifications & Core Competencies

- **Organizational Excellence:** Exceptional attention to detail and the ability to manage multiple priorities, projects, and deadlines.
- **Hospitality Mindset:** Naturally welcoming and relational, with a desire to help people feel seen, valued, and cared for.
- **Administrative Competence:** Experience with office administration, scheduling, records management, and organizational systems.
- **Communication Skills:** Strong written and verbal communication skills, with the ability to communicate clearly and professionally.
- **Technical Proficiency:** Familiarity with Google Workspace, Mailchimp, Planning Center, Canva, church management software, or similar platforms.
- **Confidentiality & Integrity:** Ability to manage sensitive information with maturity, discretion, and professionalism.
- **Collaborative Spirit:** A high level of emotional intelligence and the ability to work effectively with pastors, staff, volunteers, and congregants from diverse backgrounds.
- **Adaptability:** Comfort working in a dynamic ministry environment where priorities may shift in response to pastoral and congregational needs.

Basic Requirements

- Personal relationship with Jesus Christ evidenced by the fruits of the Spirit.
- Self-motivated, dependable, organized, and flexible.
- Strong commitment to serving the local church and supporting its mission.
- Experience in administrative support, office management, nonprofit administration, or a related field.
- Be in agreement with the Be In Christ Church of Canada Core Values and Articles of Faith and Doctrine.

- Complete screening process and training according to Westheights Protection Plan.

Adaptive Support

We operate as a collaborative team; as such, the Lead Pastor may assign other duties as needed to support the evolving mission and health of the church. We are committed to maintaining a sustainable workload and will regularly review these tasks to ensure the role remains balanced, focused, and life-giving.

Compensation

- Salary Range: TBD
- Three Weeks Paid Vacation
- Health Benefits
- Professional Development Support

How to Apply

Westheights Community Church welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

Only applicants who are legally permitted to reside and work in Canada will be considered.

Please email a resume, along with a short personal testimony of faith and three personal references, to Josh Mutter (Lead Pastor) at joshmutter@westheights.org.

While we appreciate all submissions, only those selected for further consideration will be contacted.