



Executive Assistant & Board Administrator

Status: Full Time

Working Days: Typically Monday - Friday; occasional evenings and weekends

About The Meeting House

We feel God is calling us into a new vision: *Introducing spiritually curious people to the Jesus-centred life through a movement of Jesus-centred churches.* What does that mean? Through our Meeting House parishes and expressions across Southern Ontario and the Jesus Collective network, our desire is to honour God by proclaiming the irreligious message of Jesus and fostering loving communities of fully committed Christ-followers in a way that makes sense for that local context. We are all about Jesus first, which we believe results in our values of peace, simplicity, community, and mission. We are reimagining what it would look like to be a church that is fully activated for mission and engaging the spiritually curious around us. We are committed to evangelism and kingdom growth within our existing footprint and uniting with other Jesus-centred churches to amplify our Kingdom impact beyond our footprint in ways we have not imagined before. We need people who share excitement about this spirit-led vision and want to contribute their gifts, skills, expertise, and heart to this transformation! Check out our website for more details: www.themeetinghouse.com

Role

The Executive Assistant and Board Administrator will positively impact the Senior Staff and their teams as well as the Overseers Board by providing executive level administrative and organizational support, helping to facilitate the governance functions of the Board, and ensuring everyone has the resources necessary to succeed.

Requirements

- Fully aligned with the message, theology and mission of The Meeting House
- Maintain and model spiritually thriving relationship with and passion for Jesus
- Exceptional administrative and organizational skills with a strong attention to detail
- Strong editing and proofreading skills
- Experience in supporting ministry staff an asset
- Excellent relational skills with a professional approach to relationships
- Ability to work independently, multi-task and adapt to constant change
- Able to work with sensitive information with the highest level of confidentiality
- Familiarity with organizational by-laws and governance policies
- Able and willing to work flexible hours throughout the week as required, both in and out of the office
- Strong computer skills in MS Office, Google, and the ability to learn new technology quickly

Responsibilities

Support Senior Staff and their teams

- Provide meeting support for Senior Pastor, Senior Director, Leadership Team, Parish Leadership Team, Teaching Team, and weekly All-Staff meeting
 - manage calendars, arrange internal and external bookings, track and follow up on RSVPs
 - Distribute meeting agendas and documents ahead of meetings
 - Take and distribute minutes for all meetings, generate necessary reports
 - Assist with tracking and follow up of action items
- Assist the Leadership Team with the preparation of Board reports
- Review all documents, reports, and correspondence prepared for executive signatures for format, content, grammar, spelling and make edits as necessary
- Prepare newsletters, memos, personal letters and presentations as needed



- Assist the Leadership Team with projects in their individual ministry areas. e.g TMHU Annual Discipleship courses, Month of Prayer, Staff Development Days, All-Staff events
- Support the Human Resources manager with tasks related to recruiting, onboarding, training, set up of HRIS, and staff celebration and care
- Ensure all meetings and events led by Senior Staff are well organized and supported (i.e. catering arranged, room or facility booked, sound or video supports arranged, printed materials provided, etc.)
- Provide administrative support for the overall church planning calendar
- Process expense forms and make all relevant travel and accommodation arrangements for the Senior Pastor and Senior Director
- Provide remote reception support as needed

Support Overseers Board

- Provide administrative coordination for Board meetings - manage calendars, arrange internal and external bookings, track and follow up on RSVPs
- Distribute meeting agendas and documents ahead of meetings. The Overseers Board typically meets once a month.
- Take and distribute minutes for all Overseer Board meetings, generate necessary reports
- Communicate with Board members and Senior Leadership regarding all Board and committee work
- Provide administrative support to Board committees and assist with committee projects
- Ensure all meetings and events led by Overseers are well organized and supported (i.e. catering arranged, room or facility booked, sound or video supports arranged, printed materials provided, etc.)
- Provide organizational and administrative support for AGM and other church-wide events or meetings
- Process expense forms and make all relevant travel and accommodation arrangements
- Review all documents, reports, and correspondence prepared for Board Member signatures for format, content, grammar, spelling and make edits as necessary
- Assist with preparing newsletters, memos and presentations as needed
- Work on other tasks and projects for the Overseers as requested

Relationships

Reports to: HR Manager

What We Offer

You will lead and work alongside amazing people in our community who love Jesus and are learning to put into practice what it means to follow Him. You will join a staff team who genuinely care for each other, love what they do and strive to work to the best of their abilities. None of us are superstars; we just try to authentically follow Jesus together. We are a fast-paced organization and are willing to try new things and experiment if we think something else will be more effective. We often fail first before finding what works best.

Hiring Statement

We believe that the body of Christ is unified when each of us is encouraged, recognized, and able to serve out of our gifts, and that the church is at its best when church leadership represents the communities in which we serve. At The Meeting House, we want to do better. We strongly encourage women and men, and people of all ethnicities and abilities who love Jesus and are aligned with our vision and values, to consider applying for a staff role.

We strive to achieve equality in the workplace, which means no one will be denied employment opportunities or benefits for reasons unrelated to fit for a role. We also understand employment equity means more than treating individuals in the same way but requires special measures and the accommodation of differences. In this way, we are following Jesus in our hiring practices to create a diverse and inclusive workplace reflecting the body of Christ.