

## **CROSSVIEW CHURCH – NEXT GEN ADMINISTRATIVE ASSISTANT**

### **Job Type: Full-time**

The Next Gen Administrative Assistant supports the Next Gen and Kids Pastors, as well as volunteers, in facilitating effective ministries aligned with the Vision and Mission of Crossview Church.

### **RESPONSIBILITIES**

**Church Culture** - The Next Gen Administrative Assistant actively models the Crossview Church culture (see Crossview Pillars graphic); beginning in their own personal life and spreading through the staff and volunteer teams they engage with.

**Vision & Strategy** - In collaboration with the Kids Pastor, the Next Gen Administrative Assistant assists in developing a long-term strategy to ensure that the Kids Ministry operates smoothly and efficiently. This strategy must align with the Crossview Church Vision, Mission and Values and should be reviewed and updated annually.

**Servant Leadership** - The Next Gen Administrative Assistant supports the Kids Pastor in recruiting, training, motivating, and developing volunteers, ensuring they may experience success and fulfillment as they serve in Crossview Next Gen ministries. This role also involves supporting the Next Gen ministry through various activities, fostering a sense of community and connection within the Next Gen volunteer team, participating in staff meetings, representing the Next Gen ministry perspective, and contributing to broader discussions regarding Crossview culture and activities.

**Personal Development** - The Next Gen Administrative Assistant pursues growth as a follower of Jesus, and as an effective servant leader of people.

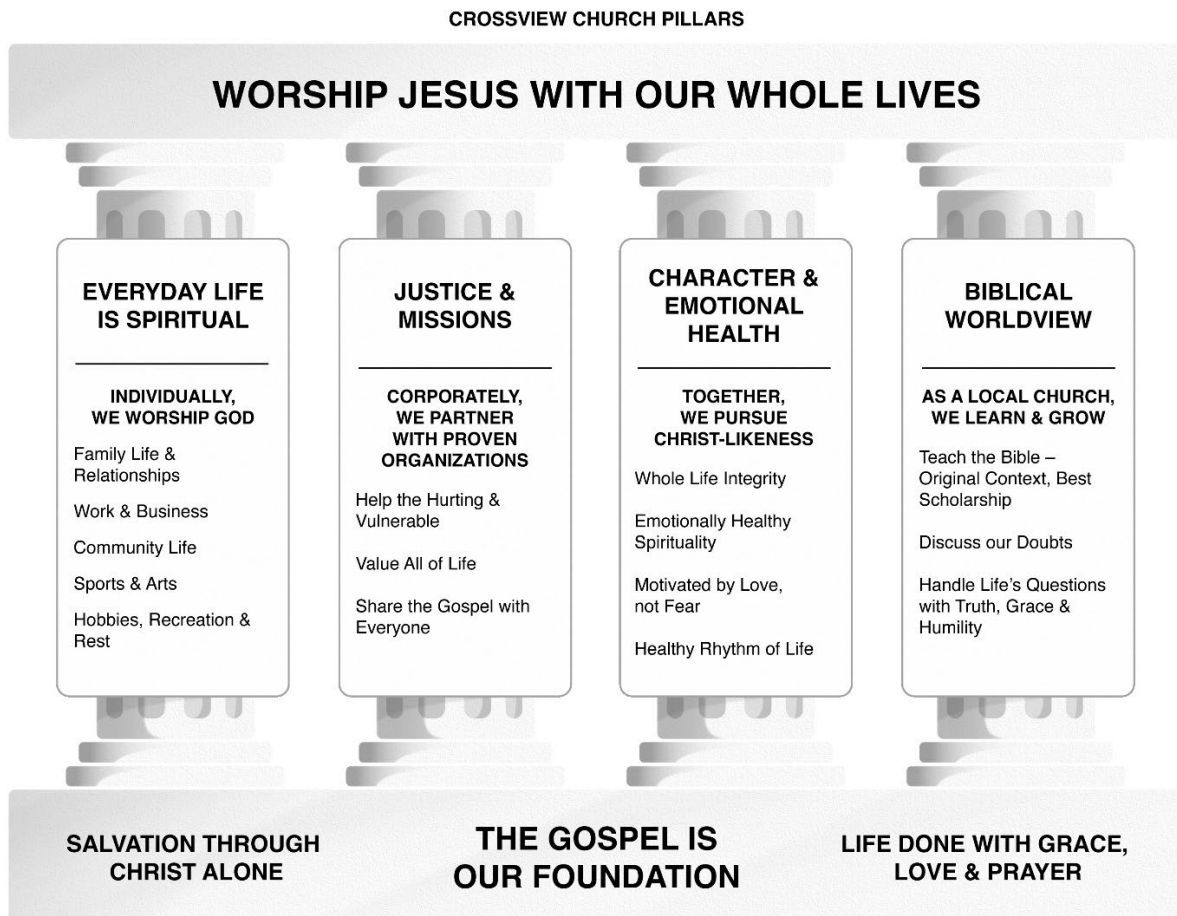
**Budget** - In collaboration with the Kids Pastor, the Next Gen Administrative Assistant carries out their work within the approved budget to make wise use of church resources and maximize ministry opportunities.

Reporting to the Kids Pastor, the performance of the Next Gen Administrative Assistant is evaluated against the above identified responsibilities and annually defined objectives.

### **QUALIFICATIONS**

- As a Crossview Church staff member, the Next Gen Administrative Assistant's life needs to demonstrate wisdom, and integrity in family, church and community life; successful and healthy relationships characterized by love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control.
- Agree with the Statement of Faith as set out in the Crossview Church Constitution.
- A member of, or willing to become a member of Crossview Church.
- Strong interpersonal skills: clear verbal and written form communication that consistently places high value on healthy relationships.
- Previous leadership experience is considered an asset.
- Demonstrated record of effective teamwork in both participant and leadership roles
- Strong organizational and time management skills.

- Proficiency in Microsoft Office is required.
- Familiarity with Planning Center is considered an asset.
- Sign the Crossview Church Personal Lifestyles Commitment.
- Clear criminal record check (including Vulnerable Sector check) and Child and Adult Abuse Registry checks.



To learn more and for scripture references, please visit [www.crossviewchurch.ca/beliefs](http://www.crossviewchurch.ca/beliefs)  
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For more information or to submit an application, please contact Orville Friesen (Crossview Executive Pastor) ([Orville.friesen@crossviewchurch.ca](mailto:Orville.friesen@crossviewchurch.ca)). When submitting an application, please include three references; a person you've worked for, a person you've worked with and a person who has worked for you.