



ADMINISTRATIVE ASSISTANT

OVERVIEW

The Administrative Assistant is an integral role that provides administrative support to the ministries of Stony Plain Alliance Church. This position will be the first point of welcome at the front desk, responsible for reception, answering phones, along with other general office duties. Part of this role will include the maintenance and organization of internal file structures, systems, and the overall church database. It will also provide event specific support as part of the Communications Team.

Hours: 32 hours/week

Monday to Thursday, 8AM-4PM

Start Date: August 24, 2026

RELATIONSHIPS

- Reports to the Director of Operations
- Committed to SPAC's vision and guiding ways

ROLE SPECIFICS

Communications

- Organize and maintain system for receiving and executing internal communication requests.
- Provide event specific administrative support to pastoral staff and ministries such as creating registration forms, handout creation and printing, coordinating sign in, signage, attendance lists.
- Graphic design for sermon series, event communication, etc.
- Ensure the website remains up to date with appropriate information.
- Prepare slides for each Sunday.

Miscellaneous Administration

- **Microsoft Teams:** Keep documents organized, up to date and accessible.
- **Stats:** Record weekly numbers.
- **Church Database Maintenance (Planning Center):** Keep individual profiles up to date; maintain groups, workflows and lists; congregational tech support.
- **Reception:** Answering phones; incoming and outgoing mail; ordering, receiving & processing deliveries; form/document creation/formatting and general editing as needed.

SKILLS AND QUALIFICATIONS

- High school diploma and two or more years of administrative experience (preference will be given to those with a type of certificate or diploma in administration or equivalent experience in an administrative role).
- Technology literate with a proficiency in a variety of computer software applications including Microsoft 365.
- Familiar with design software such as Adobe and/or Canva or aptitude to learn to use these platforms.
- Ability to competently learn to use new software, including Planning Center.
- Ability to conduct oneself with professionalism in a busy environment.
- Ability to maintain confidentiality of organization and personnel related information.
- Ability to multi-task, prioritize tasks and manage time well.
- Attention to detail and follow-up.
- A committed follower of Jesus with a passion to serve Jesus by supporting and assisting a team and church.

APPLICATION PROCESS

Please submit your cover letter and resume to info@spaconline.com, attention Emalee Lane, by August 3, 2026. We thank you for your interest, however only selected applicants will be contacted.