



Administrative Assistant

MB Seminary

MB Seminary comes alongside men and women to educate, equip, and disciple them for life and ministry centred on Jesus and the Bible. MB Seminary is a Canadian ministry with an international reach and is a Mennonite Brethren ministry with multi-denominational relationships.

The Administrative Assistant is a part-time staff role under the leadership of the President that provides administrative support and assistance to the President and Lead Team.

Primary Responsibilities

- Administrative support to the President, Lead Team, and Board
- Interact with MB Seminary's constituency and partners
- Assist with donor records and management
- Assist with student financial aid support
- Event planning

Specific Responsibilities

- Front desk management (in-person, phone, email, mail)
- Coordinate and manage meeting and travel plans
- Communicate with the seminary's constituency as required
- Assist in the preparation and distribution of reports as required
- File, document, and database management
- Management of office supplies and equipment
- All aspects of event planning and management

On occasion, and as appropriate, other duties may be assigned in keeping with the overall mission of MB Seminary, and the needs of Administration, Faculty, Staff, Board, and Students.

*MB Seminary educates and equips men and women to help lead the church
in reaching Canada and beyond with the Good News of Jesus Christ.*

Desired Qualifications, Experience, and Personal Attributes

- Personal and vibrant Christian faith, healthy and active participation in an MB church (or a church compatible with MB beliefs and values).
- Commitment to MB Seminary's mission, vision, values, and strategic goals, and annual agreement to the MB Seminary Community Covenant and the Canadian Mennonite Brethren Confession of Faith.
- Commitment to personal and professional integrity, positive reputation in the community, and a pleasant personality with a positive and friendly attitude amid a busy and complex atmosphere.
- Three years of administrative experience preferred.
- Strong organizational, verbal, and written communication skills. Attention to detail and ability to multi-task is required.
- Strong computer skills are required. Working knowledge of Microsoft Outlook, Word, and Excel and other related computer software.
- Adaptable to changing circumstances when necessary.
- Strong organizational and time management skills, able to work independently and interdependently. Proven ability to meet deadlines.
- Approachable, humble, patient, team player, open to constructive criticism, good sense of humour.

Supports and Benefits

- Computer, office space, and all necessary administrative supplies are provided.
- Remuneration and vacation allowance based on experience.
- Enrolment in the CCMBC benefits package.

*MB Seminary educates and equips men and women to help lead the church
in reaching Canada and beyond with the Good News of Jesus Christ.*