



Position: Administrative Assistant  
Hours: 15 hours per week  
Location: Based in our Abbotsford, BC office  
Work from home option may be considered

Reports to: Director of Operations  
Start Date: TBD when position is filled

## ABOUT ARROW LEADERSHIP

For almost thirty years, Arrow Leadership has been developing Jesus-centered leaders for greater Kingdom impact through transformational programs, personal mentoring, organizational consulting, and exceptional resources. Jesus transforms leaders to Lead Different. That is the heart of Jesus-centered leadership.

- Being led more by Jesus – experiencing freedom, peace and security from a grounded identity and vibrant relationship with Jesus
- Leading more like Jesus – as a servant leader with deeper character, greater confidence, and enhanced competence
- Leading more to Jesus – equipped and empowered to share God’s love clearly, creatively, and compassionately to grow God’s Kingdom

## JOB SUMMARY

Professional and organized administration functions are key to maximizing the impact of Arrow Leadership Ministry. The Administrative Assistant will perform a wide range of supporting tasks as a key contributor to the to the efficient functions of the President’s Office.

## DISTINGUISHING CHARACTERISTICS

The Administrative Assistant will demonstrate Arrow’s values to be Kingdom first, purposefully relational, cultivating trust, wholehearted service, and being intentionally collaborative. The scope of Arrow Leadership requires sensitivity to diverse cultures and relationships. Confidentiality is expected and confirmed through Arrow’s Confidentiality Agreement by all Arrow staff.

**The Administrative Assistant will contribute positively to a team environment, be willing to participate in Arrow’s weekly Bible devotions and agree with Arrow’s Statement of Faith.**

## MAIN RESPONSIBILITIES

The Administrative Assistant will work collaboratively with the Director of Operations and the President’s Office to perform support activities in the areas of organization, communication, and time management. The primary responsibility will be to provide support to the President.

### Communication Support

- Confident and professional interactions with colleagues and all Arrow constituents
- Professional and timely responses to provide an excellent customer experience
- Prepare, edit, and format email and other communications in various applications
- Prepare and format speaking and teaching materials in various software programs

### Administrative Support

- Scheduling related travel such as flights, hotels, and rental cars
- Prepare and coordinate meeting materials
- Organize and schedule related appointments
- Coordinate calendars and other planning items among Arrows team and related constituents
- Work within established systems for tracking information, people, and maintaining accurate records
- Submit and reconcile expense reports



## **Qualifications**

1. 3- 5 years experience in an Administrative role
2. Excellent oral and written communication skills
3. Excellent research and editing skills
4. Knowledge of office systems and procedures and equipment
5. High attention to detail, strong problem solving and organizational skills
6. Proficient with Microsoft Office, G Suite, and other mainstream office platforms
7. Experience or willingness to learn Asana, Vertical Response and Salesforce
8. Agreement with Arrow's Statement of Faith, Mission, Vision and Values

## **Measures of Success**

1. Positive customer experience feedback form Arrow constituents
2. Successful and exceptional coordination of all president's office commitments
3. Effective management and maintenance of information databases
4. Timely response and support to the President's Office
5. A positive demonstration of the mission, vision, and values of the organization