



“Central, a large, ethnically diverse, multi-generational church in the heart of the Niagara Region, is hiring a Groups Support Team Administrator to serve in our Support department! Are you interested in impacting the lives of hundreds of youths? Do you have a passion for reaching the next generation for Christ? Do you dream of leading in a cutting-edge ministry environment where you have the freedom to creatively engage the next generation? We are seeking a Support Team Administrator who can join our team!”

WHAT YOU WILL DO:

As a key member of the Support Team, the **Groups Support Team Administrator** will provide essential administrative and logistical support to ensure smooth operations and organizational excellence across ministry teams.

- **Administrative Support:**
 - Provide comprehensive administrative assistance to Family and Youth ministry staff, including calendar management, communication, presentations, document preparation, and expense tracking.
 - Oversee all administrative tasks related to Baptisms, including form management, coordination, logistics, and maintaining/updating data systems and internal records.
 - Order supplies and manage inventory related to Baptism events.
 - Plan and coordinate events such as camps, retreats, and large events, including administration, registrations, budgets, and expenses.
 - Proven ability to maintain budgets, ensuring financial strategies and needs are clearly articulated.
- **Partnering:**
 - Attend all Staff meetings and Team meetings unless on vacation or special permission from direct report
 - Work alongside all departments to collectively serve our Church family
 - Approach the day-to-day work activities with a flexible and positive attitude
 - Perform other duties in conjunction with HR as assigned by direct report

WHO YOU ARE:

- Administrative experience, an asset
- A person that is able to balance several projects at the same time
- Able to work with staff teams across departments
- Reliable, dependable, and have a strong work ethic,
- Are self-motivated and able to take initiative,
- A person who has a working knowledge of Office 365 including Word, Excel, Outlook, and PowerPoint.

WHY YOU WANT TO JOIN US:

- A competitive salary of \$19 to \$22 per hour.
- The ability to impact and transform lives.
- Amazing team dynamic that is both highly motivated and passionate.

WHAT YOU CAN EXPECT FROM US:

- Amazing facilities to foster unforgettable experiences
- Regular personal growth and leadership development opportunities,
- The support of the entire staff in seeing people connect to God and to each other!

If you are interested in this position, please email your resume to hr@centralniagara.org

NOTE: Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – www.centralcc.ca