



First United Faith Community, Nexus and GreenSpace Position Description



Position Title: Executive Assistant	
Reports To Position: Lead Minister	Hours of work: Full Time 37.5 hours per week
Unit/Section: First Faith Community/Nexus/GreenSpace	Date Prepared: August 13, 2019

Purpose:

To promote the efforts and work of First Faith Community, Nexus and GreenSpace

To assist the Minister with community building inside the plant and in the community

To coordinate and manage day to day operations at First United Church including volunteers, bookings, office management, social media, online presence, promotion of events/programs

Context:

The United Church of Canada, is called to serve God’s mission in Jesus Christ, empowered by the Spirit, for a world of justice, peace, reconciliation and the integrity of creation. First United Faith Community, as part of the United Church of Canada, lives the ministry and mission of this denomination in Canada and around the world, working ecumenically and in global partnership, faithfully, collaboratively, and effectively.

First Community is a part of the United Church of Canada. It is called to serve God’s mission in the world, and is empowered by the spirit, to work for justice, peace, reconciliation, and the integrity of Creation. First Community seeks to work with other faith expressions and in partnership with persons and groups who share our values, sense of purpose, and who are open to, and value spiritual expression.

First Community is an open, welcoming and affirming community. We encourage people to think for themselves and through supportive relations, encourage people to grow spiritually in ways that have integrity for them. We strive to create a culture where all are encouraged to ask questions, participate as they desire, contribute to community life as they deem appropriate and as they are able.

We are one community – First Community. This community consists of three interrelated spheres: First Faith (Christian/Spirituality), The Nexus (Performing Arts Venue/Community), and GreenSpace (Spiritual Community/Social Action).

This position will work within the understanding that “community” is within the faith community and also in the community at large. Building strong, intentional community is among the highest values we hold.

Organization Structure/Reporting Relationships:

This position works directly with the Lead Minister of First Faith Community in establishing and maintaining the culture of First/Nexus/GreenSpace

Specific Outcomes and/or Key Position Functions:

- Provides professional support to the Lead Minister of First Faith Community, Official Board, and the Nexus/GreenSpace Board
- Administrative – Books and Coordinates Activities and Volunteers for the First Community
- Technical – Creates and maintains a database and develops skill and knowledge in their current and new application - liaises with Nexus and GreenSpace partners – assists in weekly production of worship resources both written and for projection during the service – Maintains the website and social media communication and marketing
- Works alongside and is directed by, the Lead Minister in setting, planning, implementing, and assessing goals and objectives of First Community
- Customer Service focus, direct/intentional relationship with Nexus/GreenSpace partners, on site welcoming presence
- General –Other duties as assigned

Additional Comments:

- Sets own timetable within the needs of the organization in collaboration with the Lead Minister
- Works Tuesday through Saturday, and on occasion, evenings

Qualifications/Education/Competencies/Experience:

The requirements listed below are representative of the knowledge, skill, education, experience and ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- University degree or equivalent;
- Basic knowledge of Faith/Spiritual communities and practices, ability to understand, communicate and embody the ethos of First United Community
- Sensitivity to and skills in nurturing long-term relationships;
- Excellent interpersonal, communications (both written and verbal) and public relations skills;
- Self starter with good administrative skills; ability to think creatively and maintain composure during times of transition and uncertainty; must be able to work as part of a team
- Proficiency with standard computer programs; high degree of proficiency with website and social media platforms
- Ability to motivate and work with volunteers.

Working Conditions: (please mark the appropriate box with an x)

Physical Demands and Work Environment:

- x Required to stand or sit in one location much of the time in a comfortable indoor location. There is more stooping and lifting or handling of light material.

Required to sit continuously in one location performing steady which provides no opportunity to walk about or the incumbent is standing/walking most of the time and is required to perform some work in an awkward position. Equipment or material of moderate weight has to be used or carried.

Engaged in heavy physical activities of various kinds. The physical effort require for lifting, pulling and similar activities in considerable and the activities are performed some of the time in awkward or confined spaces which adds to the effort.

There is almost a constant demand for strenuous physical activities of various kinds, often at the same time (i.e climbing with a heavy awkward load). The work usually takes place in difficult position and/or confined space.

Physical Discomfort or Risk of Accident:

- x Environment generally comfortable with exposure to some dust, dirt or other conditions which might produce mild discomfort. Very remote possibility of accident or ill-health.

Sufficient exposure to various conditions which could produce considerable discomfort and/or moderate risk of accident ill-health.

Sufficient exposure to various conditions which could produce extreme discomfort and/or a substantial risk of accident ill-health.

The exposure of hazardous substances, equipment and/or situations is great enough that there is extreme risk of accident ill-health.

Sensory Attention:

- Little or no requirement for concentrated use of senses. Generally all that is required is the normal use of seeing and hearing with little or no need to focus particularly on special factors in the environment.

There is a moderate need for sensory attention. There are some events or factors in the environment which require concentrated use of at least two or more senses periodically, but the demand in not excessive.
- x Considerable sensory attention is required. There is a noticeable demand for concentrated application of at least two senses and probably a need to co-ordinate the use of various senses.

There is an extreme demand for concentrated application of two or more senses. In all probability the senses require a high level of coordination. There is a strong need to focus simultaneously on several events or changing factors, co-ordinate the 'messages' and react.

Mental Stress:

Very little exposure to any factor likely to produce mental stress for most people, few is any deadlines of other pressures. Work may be somewhat repetitious. There could be some mildly unpleasant social contacts and or/concern about possible unpleasant situations.

x Moderate mental stress would be experienced by most people because of one or more conditions which are present in the job. The stress felt would not be noticeably disruptive to the work nor would the unpleasant reaction be too strong or persistent. Work might be very repetitious. Noticeable pressure from deadlines, quotas, accuracy. Unpleasant social contacts or concern about unpleasant situations are probable.

Considerable mental stress can be experienced either by disturbing situations, noticeable pressure from simultaneous priorities or the legitimate concern about the probability of such events occurring. Some disruption of family/social life if regular. Concern about dangerous situations occurring is common. Positive results and a sense of accomplishment may be irregular.

Extreme mental stress is a noticeable part of the job. There may be disturbing emotional situations, possible exposure to public criticism, confrontation, concern about danger to self or others, conflicting demands or priorities and a legitimate concern about the probability of stressful situations which could have a serious outcome.

Working Conditions Additional Comments:

- Must reside in the Shuswap Region.

SIGNATURE BLOCK:

_____	_____
Immediate Supervisor/Manager – Lead Minister	Date
_____	_____
Official Board Chair	Date
_____	_____