

JOB DESCRIPTION

Job Title:	Executive Assistant
Location:	Abbotsford, BC St. Catharines, ON
Reports to:	President & CEO
Salary:	\$60,000 - \$72,000 CAD
Position:	Full-Time Permanent – 40 hrs/week

About Us:

At The Great Commission Foundation, we are a passionate team of skilled professionals blending pastoral, administrative, and accounting expertise to empower over 800 ministry agents and partners worldwide. Our mission is to help ministries flourish by relieving the burden of donor management, and by providing charity compliance guidance, accounting and administrative support to help fulfill the Great Commission of Jesus Christ.

About the Role:

The Executive Assistant is a vital partner to the President & CEO, driving operational efficiency across three locations (Abbotsford, BC; Colorado Springs, CO; and St. Catharines, ON) by managing complex event logistics and facilitating seamless communications with internal teams and global ministry partners. This role orchestrates complex schedules, travel, and events, ensuring the CEO can focus on strategic priorities. With exceptional organizational skills, discretion, and a proactive mindset, the Executive Assistant thrives in a dynamic, faith-driven environment, embodying our mission through every task.

Main Responsibilities

Executive Support:

- Manage the CEO's schedule, including travel arrangements, meetings, and presentations.
- Serve as the primary liaison between the CEO and internal departments, assisting with external stakeholder ministry and board relations.
- Plan and execute quarterly and annual activities, preparing agendas, reports, briefing materials and communications; track deadlines, deliverables and other considerations with focused attention to detail.
- Transcribe, draft, edit, and polish correspondence, presentations, and documents with precision and clarity.
- At the direction of the CEO, oversee projects, track deadlines, deliverables and other considerations and maintain ownership of advancing the functional aspects of these projects.
- Coordinate the CEO's prayer requests with the prayer team.

- Conduct research, compile data, and prepare briefing materials to support executive decision-making.
- Manage expense submissions for CEO's office.

Event Logistics & Management:

- Coordinate complex logistics for meetings, events, and travel, including room setups, meals, and detailed itineraries for the CEO, Board, and Senior Leadership Team.
- Organize onsite and offsite events for leadership and staff, managing rentals, communications, and entertainment.

Administrative Leadership:

- Provide supervision to the Administrative Assistant to ensure all administrative needs of the CEO and local offices are met, delegating tasks to optimize team performance.
- Lead administrative team meetings to align efforts with organizational goals.

Office & Team Support:

- Ensure the office needs of three locations are met, identifying and working with onsite coordinators as needed.
- Manage travel booking support for the Senior Leadership Team as needed.
- Manage expense submissions for staff Credit Cards.
- Oversee office communication systems (email, phone, mail) to ensure timely and accurate information flow.
- Collaborate with departments to coordinate staff events and communications.

Skills & Competencies

- Proven ability to manage complex, multi-site logistics and executive schedules with efficiency and accuracy.
- Exceptional verbal and written communication skills, tailored to diverse audiences.
- Attention to detail in document preparation, minute-taking, and reporting.
- High discretion and integrity in handling confidential matters.
- Proactive project coordination and problem-solving skills in a fast-paced setting.
- Adaptability to shift priorities based on needs of the CEO.
- Strong planning and organizational skills with the ability to prioritize responsibilities.
- Collaborative interpersonal skills, with active listening and conflict resolution strengths.
- Sound decision-making that is informed by data, reasoning, and faith-based values.
- Dependable, accountable, and committed to excellence in service.

Qualifications

- Bachelor's degree in Business Administration, Communications, or a related field is an asset.
- 8+ years of experience in executive support or a similar administrative role, ideally with multi-location logistics.

- Proficiency with technology including use of Microsoft Office Suite of products including MS Teams and SharePoint. Experience with Asana and policy management software is considered an asset.
- Demonstrated excellence in administrative functions and high-quality service delivery.
- Experience in scheduling, travel planning, event coordination, and team oversight.
- Professional maturity and cultural sensitivity, reflecting the Ministry's values.
- Deep commitment to Jesus and the Christian faith, with alignment to our mission.
- A vibrant devotional life and passion for workplace ministry.

How to Apply:

Qualified candidates are invited to submit a PDF of their resume and cover letter to hr@thegc.org. Please include "Executive Assistant" in the subject line. Applications will be reviewed on a rolling basis until May 15, 2025.