

## Administrative Assistant

Westwood Church – Prince George, British Columbia

### Position Details

**Job Title:** Administrative Assistant

**Employment Type:** Permanent part-time (20 hrs per week)<sup>1</sup>

**Reporting to:** Director of Ministry Mobilization and Administration

### Compensation & Benefits

- \$24.00 per hour
- Paid time off (vacation, sick days, holidays)

### Why You'll Love Serving Here

At Westwood Church, we believe that following Jesus changes lives! For over 65 years, Westwood has been part of the Prince George community, and today we are a vibrant, multi-generational and multi-ethnic church passionate about helping people grow in faith and experience the love of Christ.

You'll find a church family that values authentic relationships, joyful worship, and faithful teaching of God's Word. We are a community shaped by an Anabaptist heritage that emphasizes teamwork, shared ministry, and equipping every believer to live out their gifts and calling.

Westwood is also deeply connected to our city. Through ministries like our Microchurches and Oasis ESL Ministry, we love welcoming people from all walks of life. Our church includes families, singles, youth, seniors, and newcomers — and we love doing life and ministry together.

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<sup>1</sup> Please visit Westwood Church's website for information on other part-time administrative positions currently posted. We are open to combining part time roles to make a full-time position for candidates with the appropriate skillset / experience.

## The Kind of Team Member Who Thrives in this Role

- Loves Jesus and is constantly growing in their relationship with Him
- Is committed to Christ's authority and obedience to God's word
- Has a genuine heart for the local church
- Understands the church mission and views the administrative work as a ministry
- Is adept at handling multiple tasks, prioritizing conflicting demands, and managing schedules effectively
- Is proficient in Microsoft 365 and Google Workspace applications
- Fosters a compassionate and welcoming atmosphere for interactions with the church and community members
- Brings creativity, initiative, and organizational skills
- Enjoys building teams and helping others use their gifts
- Values collaboration and shared ministry
- Is in agreement with the [Mennonite Brethren Confession of Faith](#) and [Westwood's mission, vision, and values](#)

## What You'll Be Responsible for Includes

- ✓ Frontline contact for enquiries from church family, community, etc.
- ✓ Office email / phone interactions
- ✓ Managing office calendar, ministry bookings, and other daily office tasks
- ✓ Keeping office supplies stocked
- ✓ Troubleshooting office equipment (phones, printer, etc.)
- ✓ Entering data for membership and bookkeeping
- ✓ Managing criminal record check requests
- ✓ Assisting with meetings, reports, special event planning, and onboarding new employees
- ✓ Recruiting, training and supporting non-staff team members to assist in this ministry
- ✓ Creating and maintaining processes and procedures documentation related to the role
- ✓ Backing up other support staff as appropriate when needed

Please submit your cover letter, testimony, and resume to [holly@westwoodchurch.bc.ca](mailto:holly@westwoodchurch.bc.ca)

**Application deadline:** April 20, 2026