



418 Queen Street
Saskatoon, SK
S7K 0M3
306-244-6772
firstmennonite.ca

POSITION: ADMINISTRATION & COMMUNICATIONS ASSISTANT

Summary

The Administrative & Communications Assistant works closely with the Pastor to support the ongoing ministry of First Mennonite Church and to assist Church Council. This person will maintain confidentiality regarding any information shared between them, the Pastor, and Church Council. As a member of the church staff, this person is accountable to the Pastor and Church Council.

First Mennonite Church is a vibrant congregation and part of the Anabaptist tradition. We seek to follow Jesus in community, emphasizing discipleship, peace, service, and faithful witness in everyday life. Because this role helps support and communicate the ministry of the church—both internally and publicly—the communications responsibilities are understood to be an extension of the church’s witness.

Position Details

This is a **part-time position**, typically two days per week (with the possibility of additional hours during busier seasons, as approved). The role may be structured flexibly as either:

- Two full days per week, or
- Four half-days per week

Work hours will typically fall within regular church office hours:

Tuesday–Friday, 9:00 AM–12:00 PM and 1:00 PM–4:00 PM

Responsibilities

The Administrative & Communications Assistant will manage the church office and related administrative functions in order to support the Pastor and the life of the congregation. This person will function as administrative support to the Pastor and Church Council, as well as a receptionist for the church.

This role also includes responsibility for supporting clear, consistent, and timely communication within the congregation and regularly maintaining the church’s digital presence.

Administrative Responsibilities

- Manage the day-to-day operations of the office, including phone, email, and in-person inquiries
- Maintain church records, files, and databases
- Assist with the preparation of meetings, minutes, and congregational events
- Coordinate calendars, scheduling, and facility use (including rentals and events)

Communications Responsibilities

- Prepare and distribute printed bulletins and other internal communications
- Upload ministry content to the church website to ensure it is up to date
- Assist with digital communications, including weekly emails and sermon videos
- Help ensure clarity, consistency, and accuracy in all church communications

Qualifications

The Administrative & Communications Assistant should have:

- Proficiency with computer programs such as Microsoft Word, Excel, and PowerPoint
- Familiarity with digital tools such as MailChimp, YouTube, or similar platforms
- Strong organizational and administrative skills
- Strong written and verbal communication skills
- The ability to work independently and manage multiple tasks
- A high level of discretion and ability to maintain confidentiality

Additional Considerations

- An appreciation for the life and ministry of the local church is essential
- A preference may be given to candidates who are open to participating in the life of First Mennonite Church, or who demonstrate active engagement in the life of another local Christian church
- Candidates should be comfortable working within and respectfully representing the *Confession of Faith in a Mennonite Perspective* in the church's communications
- There may be potential for increased hours and responsibilities for the right candidate, particularly for those with bookkeeping experience (e.g., familiarity with QuickBooks) and a willingness to take on additional responsibilities as assigned by the Church Treasurer

Compensation

Compensation will be **commensurate with experience** and is **competitive** within the non-profit and church sector.

How to Apply

Please submit a resume and cover letter to: info@firstmennonite.ca

Applications will be reviewed as they are received, and the position will remain open until filled.

Applicants must be legally entitled to work in Canada (Canadian citizen, permanent resident, or valid work permit). Only those selected for an interview will be contacted.