



## JOB DESCRIPTION: ADMINISTRATION ASSISTANT

<b>POSITION:</b>	Administration Assistant
<b>DEPARTMENT:</b>	LIFE Recovery Association Operations
<b>REPORTS TO:</b>	Executive Director
<b>ALLOTTED HOURS:</b>	18 + per week

### MINISTRY CONTEXT

LIFE Recovery Association (LIFE) is a registered charity and Christian ministry that exists to support women in recovery from addiction. Employees of LIFE are in agreement with the Code of Ethics, Community Standards Policy, Mission, Statement of Faith, Vision, and Core Values.

### JOB SUMMARY -PRIMARY FOCUS

The Administration Assistant will support the Executive Director with communications, community outreach, business and program development. ***This is an evolving role with opportunity for advancement.***

### STATEMENT OF RELATIONSHIPS

The Administration Assistant will work directly with the Executive Director, Program Administrator and Thrift Store Manager.

### SPECIFIC RESPONSIBILITIES:

#### Support LIFE's communication strategy:

- social media, newsletters, email campaigns, marketing

#### Support LIFE's community outreach:

- educational and outreach events, promotional opportunities, donor and volunteer engagement

#### Support LIFE's operational needs:

- database and records management, business and program development, Program Admin relief

### QUALIFICATIONS & EXPERIENCE:

- Minimum of one (1) year recent related experience or an equivalent combination of education, training, and experience
- Proficient with computer operating systems and software
- Excellent oral, written and interpersonal communication skills
- Strong analytical skills and decision-making ability
- Demonstrated ability to deal with highly sensitive and confidential material and situations
- Current Class 5 Drivers License (minimum)
- Sobriety of at least TWO years i.e., no abuse of alcohol, drugs, or other mood-altering chemicals.
- Have a reputation of living a lifestyle that honors and glorifies God
- Regularly attends and participates in a home church (Heb 10:24-25)
- Knowledge of alcohol & drug and mental health disorders, registered charities and non-profits, thrift store and retail operations would be an asset.

### STATEMENT OF FAITH

1. *I believe there is one God who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit; and*
2. *I believe the Bible as the true Word of God, and as such is the final authority in all matters of faith and life; and*
3. *I believe that there is eternal life and salvation only in Jesus Christ, and the gift of forgiveness is given through God's grace and repentance of sins. This gift is available to all who ask.; and*
4. *I believe that life is a gift from God and should be used to the best of my ability and to glorify His name.*