

Alpha International Team Administrator

Full-time position | New Westminster, BC

Description:

Alpha International is a global non-profit organization that exists to serve and equip the local church in its mission to help people discover and develop a relationship with God. Originally based in London, U.K., Alpha International has recently opened up a new office in New Westminster in partnership with Alpha Canada.

We have an exciting opportunity for an individual to join Alpha International's Team to help provide administrative and task management support for both the Head of Digital and the Associate to the Chief Marketing Officer (CMO). The successful applicant will work across both of these functional teams to bring collaboration and clear communication for all people and teams involved. They will help to manage email and schedules, book travel, and manage and communicate deadlines.

Expertise / Experience:

- Proven task management capabilities
- Experience managing schedules for department heads
- Competent problem solver
- Great communication skills
- Team player
- Basic computer management skills
- 3 years' office experience and executive assistant experience is an asset

Responsibilities (what you get to do):

- Book travel and manage travel expenses
- Handle purchase orders, supplier management, and contractor expenses
- Manage tasks and key due dates for projects
- Handle inter-team communication to ensure everyone is working off the same playbook
- Manage email and communicate on behalf of the Head of Digital / Associate to CMO
- Be a primary contact for general inquiries
- Handle communication with NAOs and other key stakeholders to efficiently and effectively roll-out key project details

Compensation:

Salary is competitive within the non-profit sector of our size, and commensurate with experience. We also have an extended medical and dental benefits package.

How to apply:

We are looking for the most passionate, driven person to join our team because we believe our work has eternal significance.

By June 29th, please submit a cover letter and your resume to brandon.peterson@alpha.org, or mail to the following address noting:

Re: Application – Alpha International Team Administrator

Alpha Ministries Canada
100 – 26 Fourth St.
New Westminster, BC
V3L 5M4

See our website alphacanada.org for more information — no phone calls or other email inquiries will be accepted.

