

Job Description for ICPM Admin Assistant

Inner City Pastoral Ministry (ICPM) is an ecumenical Christian ministry of presence serving the people of the inner city of Edmonton. It was started in 1978 by members of the United Church who recognized a need for a church in the Inner City. ICPM is now jointly sponsored by four denominations: United, Roman Catholic, Anglican and Lutheran. ICPM works to minister to members of Edmonton's inner city community by providing a weekly worship service, pastoral care counseling and visitation, community building activities, and providing opportunities for our supporting congregations to get involved. ICPM is a small independent ministry based out of the Bissell Centre.

ICPM is looking for a part time administrative assistant to support the ministry by assisting with administrative responsibilities, helping to manage communications, and supporting our record keeping. This role would be the best fit for someone who likes working independently and is self directed. The ability to establish, implement, and maintain organizational and administrative processes is the key skill set for this role. Technical proficiency with Word, Outlook, Excel, Publisher and/or equivalents will be essential. Experience with databases and cloud software is an asset. Strong written and verbal communication skills are important to assist the ministry staff with our community partners. The ability to prioritize tasks is essential.

This is a part time work-from-home contract position with flexible work hours for around 20 hrs a month with some variation from month to month depending on the needed task. The budgeted hourly rate available is \$27. This is a new role that provides an opportunity to build around other roles and commitments the Administrative Assistant has. There are more hours available during the first few months to help with a backlog of needed tasks.

Examples of tasks that we are currently needing support with, include:

- Maintaining and archiving ICPM records
- Supporting ICPM to create tools to track activities
- Helping maintain key financial, legal, and HR documentation
- Streamlining existing disparate contact lists into a single database
- Tracking and coordinating communication with supporting churches, donors, and volunteers
- Working with the pastor to distribute appeal letters, newsletters, and reports
- Maintaining and updating the ICPM website
- Supporting the treasurer to maintain the donor lists
- Sending thank you letters to donors
- Working with the pastor on other admin tasks as needed

Interested applicants should contact Quinn at icpm.edmonton@gmail.com

Recruiting will be open until the role is filled.

Inner City Pastoral Ministry is situated in the heart of the inner city of Amiskwaciwaskahikan (Beaver Mountain House – the Cree name for the City of Edmonton). We respectfully acknowledge that we are located on Treaty 6 Territory. We acknowledge all the many First Nations, Métis, and Inuit whose footsteps have marked these lands for many centuries.