

# Free Methodist Church in Canada



## Executive Assistant

**Direct Reports:** None

**Department:** Operations

**Reports To:** Senior Director of Finance & Operations

**Time Commitment:** 35 hours/week

---

## Role Overview

The Executive Assistant to the Senior Director of Finance & Operations (SDFO) provides advanced administrative, operational, financial, and strategic support to the SDFO. This includes managing calendars and priorities, coordinating meetings, supporting correspondence, and preparing reports, all while maintaining a high level of professionalism and employing a proactive approach, with excellent interpersonal skills. This key team member will support the SDFO and FMCIC as a whole, bringing exceptional organization and communication skills.

## Responsibilities

### Calendar & Meeting Management

- Provide effective calendar and meeting management by organizing and scheduling calendars and coordinating and scheduling internal and external meetings.
- Assist SDFO in preparing agendas and minutes for meetings as assigned, including but not limited to the FMF and FMCCBF Board of Directors annual meeting, and Staff meetings.
- Record meeting minutes, set up meeting rooms, and arrange refreshments as needed.
- Monitor and align the SDFO's schedule with shifting ministry priorities. Serve as a gatekeeper and trusted liaison both internally and externally.
- Anticipate needs and stay several steps ahead.

### Travel & Expense Management

- Prepare travel arrangements, create itineraries, and coordinate all aspects of travel reservations in accordance with expense policies, including obtaining visas, booking airline tickets, arranging hotel accommodations, and coordinating ground transportation.
- Gather and reconcile SDFO's credit card, expense forms, and receipts.

### Communication

- Prepare briefing materials, agendas, reports, presentations, and correspondence for internal and external meetings to ensure clear and concise communication.
- Maintain the Operations department webpage and keep it up to date with any changes.
- Ensure the SDFO has the required files and information to communicate effectively.
- Handle confidential information with integrity and discretion.

# Free Methodist Church in Canada



## Project Management

- Support special projects and strategic initiatives as directed by the SDFO.
- Assist with project coordination, including tracking progress, managing timelines, and ensuring deadlines are met.
- Monitor and track the progress of all projects undertaken by the Operations Department and review the status with SDFO on a weekly basis.
- Function as a system admin for CRM in collaboration with the Special Project Coordinator.

## Other

- Handle office support functions.
- Assist in managing key strategic tasks and other duties as assigned by SDFO.

## Requirements

- Ability to proactively identify and resolve challenges, ensuring smooth operations and supporting the operational strategic goals
- Willingness to be flexible to support the needs of the priorities and tasks according to the SDFO's evolving needs
- Strong organizational skills and exceptional attention to detail
- Strong copy-editing experience required
- Project coordination experience required
- Excellent English written and verbal communication skills
- Proficient in the use of digital tools (email, spreadsheets, project management software), and the ability to quickly learn new systems
- 3-5 years of experience in a similar Executive Assistant role is required
- An understanding of how churches and denominations work together to share the gospel of Jesus
- Working knowledge of French is an asset
- Able to maintain confidentiality of sensitive information and exercise discretion when handling confidential matters

## Document Updates

Date	Updates	Version #
2025-05-22	Job Description- EA	1