Administrative Assistant to the Sr. Director of Ministerial Formation

Direct Reports	None	**Department**
Reports To	Sr. Director of Ministerial Formation	Ministerial Formation
Time Commitment	Full-Time	
Salary Range	$45-55K	

About Us

The Free Methodist Church in Canada (FMCIC) is a nationwide community of local congregations, connected to one another and committed to our common vision of making disciples of Jesus Christ across Canada and around the world. Rooted in the Wesleyan tradition, we work together to equip leaders, support churches, and foster spiritual vitality. Our shared vision is to see a healthy church within the reach of all people in Canada and beyond, as we live out our faith in Christ through worship, service, and community.

Role Overview

The Administrative Assistant to the Sr. Director of Ministerial Formation rovides reliable and organized administrative and operational support to the department's Senior Director (SDMF) and the Ministerial Formation department.

This role is primarily responsible for supporting the day-to-day administrative needs of the SDMF, including scheduling and meeting coordination, travel arrangements, expense processing, correspondence, and administrative follow-up. The role also provides ongoing administrative support for the systems, records, volunteers, scholarship and internship processes, and operational activities of the Ministerial Formation department.

The Administrative Assistant plays an important role in ensuring that the SDMF and the Ministerial Formation department have the administrative support, accurate information, organized systems, and logistical coordination necessary to carry out their ministry responsibilities effectively.

Responsibilities

1. Calendar & Meeting Management

- Provide effective calendar and meeting management for the SDMF by organizing and scheduling internal and external meetings.
- Coordinate meeting invitations, logistics, materials, and follow-up as required.
- Assist the SDMF with preparing agendas, meeting materials, and other documents as assigned.
- Maintain an organized calendar and ensure scheduling information is accurate and up to date.
- Coordinate recurring meetings and appointments and assist with identifying scheduling conflicts.
- Provide administrative follow-up on meetings and other commitments as required.

2. Travel & Expense Management

- Coordinate travel arrangements for the SDMF and, as required, other Ministerial Formation staff, volunteers, and participants.
- Prepare travel itineraries and coordinate airline tickets, accommodations, ground transportation, and other travel logistics.
- Assist with changes or adjustments to travel arrangements as required.
- Process Ministerial Formation departmental expenses in accordance with established policies and procedures.
- Process and coordinate volunteer expenses related to Ministerial Formation activities, including the work of National and Regional MEGAP Committees.
- Gather, organize, and reconcile receipts, expense forms, and other required documentation.
- Follow up on missing receipts, approvals, or other information required for expense processing.
- Maintain organized records of departmental and volunteer expenses.

3. Pathwright Administration Support

- Assist administrative support for the Pathwright learning platform used by Ministerial Formation.
- Maintain and update participant, course, program, and other relevant information within Pathwright where required.
- Support the SDMF and other Ministerial Formation personnel with routine administrative needs related to Pathwright.

4. Salesforce CRM Administration

- Maintain and update Ministerial Formation information within the Salesforce CRM.
- Enter, update, and verify contact and participant information.
- Maintain accurate records related to candidates, ministers, volunteers and other Ministerial Formation contacts.
- Assist with routine data cleanup, record maintenance, and information updates.
- Support the use of Salesforce as an accurate and reliable source of departmental information.
- Function as a departmental CRM administrator and coordinate with appropriate staff regarding system needs and updates.

5. Scholarship Administration

- Support the administration of Ministerial Formation scholarship processes, including receiving applications, maintaining applicant records, coordinating documentation, and monitoring deadlines.
- Coordinate scholarship-related communication with applicants.
- Maintain accurate scholarship records and assist with ensuring applications and supporting documentation are complete.
- Assist with scholarship processing, follow-up, and communication as directed by the DMF, including administrative support in his relationship with the Lorne Park Foundation.

6. Internship Administration

- Support the administration and coordination of Ministerial Formation internship processes.
- Maintain accurate intern records, documentation, timelines, and related information.
- Coordinate administrative communication with interns, supervisors, churches, and other relevant parties.

- Assist with internship applications, placements, documentation, scheduling, follow-up, and completion processes as directed by the SDMF.

7. Departmental Administration & Operations

- Provide day-to-day administrative support to the Ministerial Formation department.
- Maintain organized departmental files, records, documents, and shared resources.
- Prepare documents, spreadsheets, forms, reports, presentations, and other administrative materials as assigned.
- Coordinate administrative logistics for departmental meetings, events, training opportunities, and other activities.
- Track administrative deadlines, follow-up items, and recurring responsibilities.
- Assist with developing and maintaining efficient administrative processes and systems.
- Provide administrative support for volunteers involved in Ministerial Formation.
- Assist with other administrative and operational needs of the department as directed by the SDMF.

8. Communication

- Provide professional and timely communication with staff, volunteers, candidates, churches, and other ministry partners as required.
- Prepare routine correspondence and administrative communications on behalf of the SDMF or department as assigned.
- Ensure the DMF has the required information, documents, and materials for meetings and other commitments.
- Respond to routine administrative inquiries and direct ministry-specific or more complex inquiries to the appropriate staff member.
- Maintain confidentiality and exercise discretion when handling sensitive information.

9. Administrative Project Support

- Provide administrative support for projects and initiatives as directed by the SDMF.
- Assist with project coordination, including scheduling, documentation, communication, tracking, and follow-up.
- Maintain project-related files and information in an organized and accessible manner.
- Assist with maintaining deadlines and outstanding administrative tasks to support timely completion.

10. Other

- Handle routine office and administrative support functions for the Ministerial Formation department.
- Assist the SDMF and department with emerging administrative and operational needs.
- Take on administrative, operational, and project-related tasks or initiatives as requested by the Director of Ministerial Formation, supporting the evolving needs and priorities of the Ministerial Formation Department.
- Perform other related duties as assigned by the SDMF.

Required Qualifications

- Deep personal relationship with Jesus; passion and alignment with FMCIC's mission, vision, and theological beliefs
- Strong organizational skills and exceptional attention to detail.
- Demonstrated ability to manage multiple administrative responsibilities and competing deadlines.

- Excellent English written and verbal communication skills.
- Strong administrative, coordination, and follow-through skills.
- Proficient in the use of digital tools, including Outlook, calendars, spreadsheets, databases, and document management systems, with the ability to quickly learn new systems.
- Experience coordinating travel, meetings, expenses, events, scholarships, internships, or similar administrative functions is an asset.
- Ability to work independently while maintaining regular communication and alignment with the DMF.
- Ability to handle confidential information with integrity and discretion.
- Flexible and willing to support the evolving administrative and operational needs of the Ministerial Formation department.
- Working knowledge of French is an asset, but not a requirement.

Document Updates

Date	Updates	Version #
2026-10-02	Initial Job Description	1
2026-10-08	Update qualifications & formatting	2
2026-10-14	Update Job Title	3