



## Administrative Assistant

### About Divine Renovation

At Divine Renovation Ministry, we provide coaching and tools to help parishes escape maintenance mode, reclaim their purpose and get back on track for mission. Through our inspirational events, resources and accompaniment our team brings hope to priests, life to parishes, and people to Jesus. We currently have incorporated offices in Canada, USA, UK, Australasia and Deutschland. Our Global office (located in Halifax, Canada) determines the global strategy and goals that are to be implemented in the regions.

### About the Role

The Administrative Assistant maintains the basic administrative integrity of the President's Office while also serving as the relational and operational point of contact between the President and various stakeholders, including partners, Ministry team members, donors and board members. The Administrative Assistant's role is crucial to the advancement of the mission and strategy of Divine Renovation as it manages the activities of the President's Office, allowing the President to focus on core responsibilities related to strategy and development.

The Administrative Assistant is directly supported by the President and also works alongside the Executive Assistant in the President's Office to manage requests, coordinate meetings with the President, maintain external relationships, and ensure the smooth operation of the President's Office.

Divine Renovation Ministry and this position involves fully remote working, with very rare exceptions for in-person meetings scheduled well in advance.

This full-time, **temporary position** will run for approximately 14 months, from October 2024 through December 2025.

### Responsibilities

This job is flexible and often project-oriented, but examples of common job tasks include:

- **Collaboration:** participate in various meetings as requested by the President; capture outputs from meetings and workshops and follow up on action items; act as the main point of contact between team members and the President
- **Scheduling and communication:** manage and coordinate calendars and correspondence for the President, including overseeing all incoming and outgoing emails



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- **Oversee President's Office payments:** pay certain expenses and ensure that invoices/receipts related to travel/activity are entered into the Ministry's accounting software accurately and on a timely basis in order to facilitate prompt reimbursement and meet financial period deadlines
  - **Travel arrangements:** support the Executive Assistant in planning, arranging, and scheduling travel and events for the President and other leadership teams, including booking of venues and arranging airfare, accommodations and meals
  - **Prayer:** lead and organize team prayer
  - **Reporting:** conduct research, compile information and develop reports, including writing and managing documents, spreadsheets, proposals and presentations

**The ideal candidate:**

- has a deep understanding of the Catholic Church and the mission of Divine Renovation Ministry;
- is able to connect authentically and credibly with colleagues, board members, external partners, donors, and parish and diocesan leaders;
- has experience in administrative work with a proven track record of excellent organization and conscientiousness;
- can be flexible and highly responsive to changing needs in a fast-paced environment;
- has a strong technical background and is comfortable working in a fully digitized environment;
- is familiar with Microsoft products including Outlook, Teams, SharePoint, Word, and Excel (experience with Xero, Salesforce, and/or ClickUp is a plus);
- would be comfortable working largely on Atlantic or Eastern time with occasional flexible hours as needed.

Divine Renovation offers a competitive salary and benefits.

To apply for this opportunity, please send your CV and a cover letter describing why this opportunity is right for you to [resume@divinerenovation.org](mailto:resume@divinerenovation.org).