



ADMINISTRATIVE ASSISTANT

Part Time, 20-24 hours per week Start Date: May, 2025

Option of flexible hours during Christmas and summer breaks.

Application Closing Date: April 28th, 2025.

Vanguard College is a Pentecostal Assemblies of Canada (PAOC) Bible college which exists to develop Spirit-empowered leaders to advance fruitful churches and global mission. With two hundred students, both on-campus and online, and a team of over thirty staff and faculty, we uphold the shared vision and values of the College and seek to make a significant contribution in shaping and inspiring the next generation of leaders in Alberta and the Northwest Territories and beyond. Vanguard College offers ministry specializations in Global Pastoral, Next Generation, Worship, and Pastoral Care & Counselling.

The Administrative Assistant provides reception and office support to facilitate a helpful and welcoming environment for staff, students and guests.

Key Functions:

1. Provide general reception support.
2. Address and resolve guest enquiries in an efficient manner.
3. Manage office supplies and equipment.
4. Coordinate rental vehicle delivery and return for ministry trips.
5. Provide administrative support to the finance department including the collation of expense claims, invoices and visa receipts.
6. Provide administrative support to the Spiritual Direction Centre.

Key Skills:

1. Excellent organizational and administrative skills.
2. Excellent written and oral communication skills.
3. Strong computer skills, including word processing and spreadsheets using Microsoft Office.
4. Ability to manage multiple priorities in a fast-paced environment through to successful completion.
5. Able to work independently and as part of a team.

Education and Experience:

1. A diploma or bachelor's degree from an accredited institution or significant experience with postsecondary education.
2. Three to five years of administrative experience in a post-secondary institution or similar organization.
3. Evidence of life and experience in like-minded Christian community.
4. Commitment to shared values, mission and vision of Vanguard College.

We thank all applicants for their interest. If you identify with these values and possess these skills, please send your cover letter and resume to humanresources@vanguardcollege.com, subject line: Administrative Assistant.