

# Job Description

## Office Manager/Executive Assistant



Walking with Winnipeg's inner city youth since 1969

### Position Purpose:

The Office Manager/Executive Assistant is a pivotal role at Living Bible Explorers (LBE) in managing the administrative needs of the organization. In a small team environment this team member is often the face of LBE receiving phone calls and visitors and projecting the vision and purpose of the organization. This position requires high energy, the ability to work in a team, organization, an attention to detail and a passion for ministry.

### Reports to: Executive Director

**Office Manager (75%)**

**Executive Assistant (25%)**

### Gifts/skills/qualifications necessary:

- a. Proficient with Microsoft Office suite.
- b. Working knowledge of financial practices and a willingness to learn.
- c. Work hard "behind the scenes" to keep everything running smoothly and efficiently.
- d. A positive, willing and serving attitude.
- e. Take direction and learn from others. Everyone at LBE has leadership responsibilities and we work together to meet our goals.
- f. Good written and oral communication skills.

To apply, please download a staff application form from <http://www.livingbibleexplorers.com/get-involved/employment>. Resumes can be directed to Daniel Horne, Executive Director – [daniel@livingbibleexplorers.com](mailto:daniel@livingbibleexplorers.com).

*The Living Bible Explorers Ministry Center is located at 600 Burnell Street in Winnipeg, MB.*