



Summary

The **Team Administrator** at Global Leadership Network Canada (GLN) is central to our effectiveness as an organization, so we're looking for an energetic professional with a great attitude and willingness to learn. If you're well-organized, technologically intuitive, detail-oriented, friendly, and love a fast-paced workplace, this role would be ideal for you! The Team Administrator is responsible for year-round administrative duties, customer service support (via phones and email), in addition to playing a vital role in helping us deliver the annual Global Leadership Summit (GLS). You will wear multiple hats and be the primary support to both Executive Directors. The ability to problem-solve is a core part of your role. Learn more about the position below and the specific skills that will help you succeed as the Team Administrator.

Specific Role Description

Leadership and Administration

Project Management

- Keep the team on track with projects
- Record notes and prepare minutes for all meetings
- Oversee follow-up plans from all meetings

Registration Management for all events

- Primary customer support
- Management of our registration system

Resource Management (in person and online)

- Oversee digital and book purchases
- Manage online platforms including Shopify, Square, and Amazon
- Manage and track physical inventory

Donation Management

- Oversee donation data
- Provide support to donors

Digital File Management

- Keep organizational data organized

Other Administrative Responsibilities

- Maintain current operating procedures and policies
- Support accountant with financial preparation and reporting
- Support EDs and Board of Directors



Communications

- Craft internal personal communications
- Proof, edit, and send emails
- Effectively communicate in a warm and professional manner
- Prepare donor communications

Requirements

- Passion to strengthen Christian leaders and support the church
- Minimum of 3 years in a multi-staff environment
- High proficiency in Microsoft Office
- Bachelor's Degree or College Equivalent in Administration or Business
- Technology Intuitive - the majority of the work we do is technology-based
- Experience in a high-paced, entrepreneurial environment with a commitment to excellence

Tools that will be used

- Microsoft Office (Word, Excel, PowerPoint)
- Salesforce
- QuickBooks Online
- Eventbrite
- Plus, other digital platforms on a less frequent basis

Critical Qualities

- Exceptional people management and leadership skills
- Keen attention to detail
- Pursuer of excellence
- Wisdom, discernment, and integrity
- A consistent witness for Jesus Christ and a servant's heart

If this role describes you and what you love to do, please send your resume to jointheteam@globalleadershipnetwork.ca