



### ***Position: Team Administrator***

*Global Leadership Network Canada is an innovative team of professionals who are responsible for delivering world-class leadership training from coast to coast. Annually, we bring The Global Leadership Summit and other leadership resources to thousands of Canadians, creating engaging online and in-person experiences. As part of the global movement, we share a vision for convening curious, growth-minded, values-oriented leaders so they can grow their influence and transform communities.*

**We are looking for a team-oriented individual to help execute day-to-day operations with a focus on organizational effectiveness. This role, which can be filled remotely, will be suited to an energetic professional who loves to wear multiple hats.**

This person is a key member of a small and multi-disciplinary team. They will contribute to the team by leading highly detailed areas of ministry activity, including Customer and Donor Relations, Digital Data, Registration and Resource Management. This role also supports the team with great communication skills, both written and oral, and can interface with the public, partners, and volunteers across the country to advance the effectiveness of The Global Leadership Summit.

### ***Requirements***

- Passion to strengthen Christian leaders and support the church
- Minimum of three years in a multi-staff environment
- High proficiency in Microsoft Office
- Bachelor's Degree or College Equivalent in Administration or Business
- Technology Intuitive - most of the work 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

*Competitive Salary and Benefits Package based on experience and qualifications.*

If this role describes you and what you love to do, please send us your resume to [jointheteam@globalleadershipnetwork.ca](mailto:jointheteam@globalleadershipnetwork.ca).