

Assistant to the Executive Directors

Position: Full Time

Start Date: November 1, 2025

Location: Ottawa, Canada (Hybrid)

Summary

The Assistant to the Executive Directors plays a vital role in advancing the mission of the Global Leadership Network Canada. This full-time position offers the opportunity to work closely with the Executive Directors, providing high-level administrative, financial, and organizational support across a variety of ministry initiatives. From coordinating with Canadian host site churches, to assisting with donor and partner engagement, to overseeing bookkeeping and supporting board meetings, this role sits at the heart of GLN Canada's operations.

If you are passionate about leadership and believe the world needs to be training new types of leaders, this position provides both personal and professional growth while making a tangible impact. You will help strengthen the influence of leaders across Canada by ensuring the Executive Directors are supported in their strategic priorities and ministry objectives.

Key Responsibilities

Executive & Administrative Support

- Work directly with the Executive Directors to advance ministry objectives.
- Provide logistical and communications support.
- Assist with planning and follow-up for board meetings.
- Support donor development and the Women Leaders Network initiatives.
- Assist with travel planning and logistics for staff and events.

General Administration

- Cross-functionally trained with the Team Administrator to assist in areas of data management, registration systems & customer service.

Finance & Bookkeeping

- Internal bookkeeping, including AP, AR and account reconciliation.
- Assist with financial tracking, reporting, and administrative support for donor relations.

Host Site & Event Support

- Coordinate communications with Canadian host site churches.
- Support host site acquisition and ongoing engagement.
- Primary support for host site onsite event managers.
- Support building out and updating the Summit Central Conference Builder App.

Special Projects & Partnerships

- Provide administrative support for partnerships and sponsorship initiatives.
- Contribute to other special projects as assigned.

Skills and Attributes

Personal Skills

- Detail-oriented, organized, critical thinker.
- Able to see the needs of the team.
- Loves people and desires to help them grow and succeed.
- Action-oriented leader and servant-hearted team player.

Technical Skills

- High proficiency in communications, copywriting, and editing.
- High proficiency in Word, Excel, PowerPoint.
- Experience in project management (helpful).
- Working knowledge of WordPress, Canva, and Adobe (helpful).

Education

- Bachelor's Degree from a Canadian University
- Diploma from a Canadian College in Business, Communications, or Event Management
- Other degrees considered with a minimum of 3 years of experience in the above fields.

Tools we use

- MS Office 365 Suite (Excel, Word, PowerPoint)
- Salesforce
- Monday.com
- Brushfire
- WordPress
- Canva
- Adobe

Salary & Benefits

- Competitive salary based on education and experience
- Full Health Benefits package
- RRSP contribution
- Favourable vacation time

Why Join Us?

At Global Leadership Network Canada, we believe leadership matters. By joining our team, you'll play an important role in equipping and supporting leaders across the country who are making a difference in their churches, organizations, and communities.

This role offers:

- Purposeful Work – Be part of a mission that inspires and equips leaders to create positive change.
- Personal & Professional Growth – Develop new skills while working alongside experienced leaders in ministry and organizational leadership.
- Collaborative Team Environment – Work closely with passionate, values-driven colleagues who are committed to excellence.
- Nationwide Impact – Contribute directly to strengthening leaders and churches across Canada.

If you're energized by meaningful work, detail-oriented, and passionate about supporting leaders, we'd love to hear from you. **Send us an email to jointheteam@globalleadershipnetwork.ca.**

Global Leadership Network Canada is an equal opportunity employer, all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, or any other characteristics protected by law.