

August, 2016

The Association for Reformed Political Action (ARPA) Canada is a non-profit organization devoted to educating, equipping, and encouraging Reformed Christians to political action in Canada and shining the light of God's Word to our civil governments. By God's grace, the reach, effect and demands for this work have increased over the past few years and, with some staff reducing hours due to family commitments, ARPA Canada requires a full-time employee to assist us in our Ottawa office.

Job Description: Office Manager and Administrative Assistant

Location: Ottawa, ON (working from ARPA Canada's Ottawa office)

Deadline for applications: September 12th

Approximate target start date: October 24th

Requirements for applicant:

- Heartfelt agreement with the mission, vision, tone, and [core principles](#) of ARPA Canada;
- Will abide by ARPA staff policies including those pertaining to expenses and staff conduct;
- Active membership in a confessional Reformed church and full submission to the Bible and [Reformed confessions](#);
- Self-motivated and disciplined work ethic;
- Strong computer and Internet research skills, including MS Office;
- Flexible with quickly changing priorities and duties and able to respond quickly to time-sensitive issues;
- Excellent interpersonal skills and the ability to work well with all levels of internal management and staff, as well as grassroots supporters;
- Sensitivity to confidential matters;
- Flexible schedule, including putting in extra hours during busy seasons;
- Friendly and servant-hearted demeanor;
- Ability to work well with a diverse team in multiple locations;
- Six month trial period and a minimum 2 year expected commitment.

Assets

- Experience (either professional or volunteer) with administration or event planning;
- Post-secondary education;
- Interest in political/legal matters;
- Previous experience in fielding telephone calls, filing and data entry.

Responsibilities:

A successful applicant will report to the Director of Law and Policy and have responsibilities which include:

- Office administration: Provide administrative assistance to ARPA Canada's Ottawa staff including:
 - Book travel;
 - Print, bind, serve and mail documents;
 - Compile reports;
 - Book meetings with government officials (and report meetings to the government's lobby registry) and other organizations;
 - Manage the ARPA office (track inventory, maintain supplies, manage shipping, etc.);
 - Proofread documents;
 - Schedule conference calls for both the ARPA team and with volunteers and other stakeholders;
 - Receptionist for the office.
- Communications and contact management:
 - Maintain and expand contact lists;
 - Assist in the preparation and delivery of timely e-newsletters;
 - Help keep ARPA websites and publications up-to-date;
 - Post articles on website and social media;
 - Perform basic analytics on various methods of communication with subscribers;
 - Ensure orders are processed expeditiously;
 - Manage ARPA email and phone in a professional and courteous manner.
- Event Planning:
 - Coordinate and plan the logistical details for 20-40 ARPA events/year including:
 - Biennial God & Government event (Ottawa);
 - Annual March for Life prayer service (Ottawa);
 - Annual National Fall Speaking Tour;
 - Other special events as they arise.
 - Take full responsibility from start to finish to ensure the events are successful:
 - Find venues;
 - Work with team and graphic designer to develop promotional material;
 - Work with local volunteers for promotion and advertising and any other on-the-ground logistics;
 - Coordinate and book travel arrangements;
 - Communicate with event hosts in order to ensure advertising is occurring and adequate technology is available;

- Follow up with each location after the event.
- Media facilitation:
 - Compile and maintain accurate lists of media contacts;
 - Coordinate and schedule interviews with media;
 - Distribute ARPA press releases and talking points to the media via email, Twitter, and other means;
 - Track media hits for reporting.
- Donor Relations
 - Possible - Assist ARPA Canada's donor administrator as requested.
- Other duties as required by the Director

Employment details:

- Approximately 35-40 hours per week (some flexibility required);
- Health benefits and RRSP provided;
- Wage: negotiable, depending on qualifications and experience;
- Potential for long-term career.

If you are excited about using the talents God has given you to fulfill this job description and meet the requirements that we are looking for, please submit a resume and an accompanying cover letter (that introduces yourself and details how you fulfill the requirements listed above), as well as the names of two people who we can contact as work references and one as a pastoral reference (elder or pastor), to ARPA Canada's Executive Director Mark Penninga - mark@arpacanada.ca.

ARPA Canada reserves the right to only follow-up with, interview, and hire candidates that it deems suitable for the position.