

January, 2019

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. Due to our office manager and administrative assistant moving to take up another position, 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)

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 (a confessional Reformed church is one that faithfully upholds Scripture as summarized in [the Three Forms of Unity or the Westminster Standards](#));
- 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 assistance to ARPA Canada's Ottawa staff including:
 - Booking travel;
 - Printing, binding, and mailing documents;
 - Compiling reports, including monthly expense reports, lobbying reports and bi-monthly board reports;
 - Booking meetings with government officials and other organizations;
 - Manage the ARPA office (maintain supplies, tidy office, manage shipping, etc.);
 - Receptionist for the office.

- Communications and contact management:
 - Maintain and expand contact lists;
 - Assist in the preparation and delivery of timely E-newsletters;
 - Keep ARPA websites and publications up-to-date;
 - Post articles on website and social media;
 - Ensure orders are processed expeditiously;
 - Manage ARPA's general email and phone professionally and courteously.

- Event Planning:
 - Coordinate and plan the logistical details for 40-50 ARPA events/year including:
 - Biennial God & Government event (Ottawa);
 - Biennial God & Government Youth conference (Ottawa);
 - Annual March for Life prayer service (Ottawa);
 - Annual National Fall Speaking Tour (cross-Canada);
 - Other special events as they arise.
 - Ensure the events are successful by:
 - Finding venues;
 - Work with team and graphic designer to develop promotional material;
 - Working with local volunteers for promotion and advertising and any other on-the-ground logistics;
 - Coordinating and booking travel arrangements;
 - Communicating with event hosts in order to ensure advertising is occurring and adequate technology is available.

- 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.

-
- Other duties as required by the Director.

Employment details:

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

How to apply:

If you meet the requirements that we are looking for and are excited about using the talents God has given you to fulfill this job description and to help us advance ARPA Canada's mission, please submit the following documents to ARPA Canada's Executive Director Mark Penninga via email to mark@arpacanada.ca by no later than midnight, Thursday, January 31, 2019:

- your resume;
- an accompanying cover letter (that introduces yourself and details how you fulfill the requirements listed above);
- the names of two people as work references; and
- the name of one pastoral reference (elder or pastor).

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