

# GFA World

Position: **Administrative Assistant**

Reporting to: Director

## **About GFA World:**

Since 1979, we have been committed to serving the "least of these" in Asia and Africa, often in places where no one else is serving, so they can experience the love of God for the first time. GFA World (Formerly: Gospel for Asia) supports national workers serving as the hands and feet of Christ in four main ways. Sponsoring national missionaries to minister to people's needs, sponsoring children, investing in community development and helping families in need of care or during disasters. <https://www.gfa.ca/about/>

Please visit <https://www.gfa.ca/about/what-we-believe/> for more information about Our Mission, Vision and Spiritual Distinctives.

Our office is located in Stoney Creek, Ontario.

The Administrative Assistant provides essential administrative support to ensure smooth daily operations. They handle clerical tasks, coordinate office activities, and assist team members, including the Director and Team Leaders, to maintain an efficient work environment. Their role is critical in keeping the office setting organized and productive.

## **Key activities include:**

- Administrative support to the Director, including assistance with all operational activities.
- Identify and streamline administrative processes
- Support preparation of materials for AGM, Board of Directors, etc.
- Weekly Meetings:
  - Set up and facilitate department meetings
  - Supervise and follow up on action items on a weekly basis
  - Reporting

The following Attributes and skills will be beneficial:

## **Attributes:**

- Professional in appearance and demeanor
- Outgoing and approachable manner
- Teachable and eager to learn
- Adaptable and flexible
- Excel in Teamwork
- Exercise strong confidentiality and ethical judgement

## **Skills:**

- Strong attention to detail
- Excellent problem-solving skills
- Strong organizational and time management
- Excellent written and verbal communication
- Able to multi-task
- Ability to assist with HR procedures
- Scheduling and directing personnel ensuring work completed in a timely manner
- Microsoft program experience: Word, Excel, Powerpoint

This is an in-office, salaried position. For more information and to apply, please contact:  
Canadian Director: **harvmartens@gfa.ca**