

## The Christian and Missionary Alliance in Canada

Need:  
Urgent

### Administrator/Administration Assistant



**Ministry Category:** Support Ministry

**Country/ Region:** Arabian Peninsula

**Length of Term:** Up to 4 years

**Type of Funding:** Partially or Fully-funded from the Global Advance Fund

#### :: OVERVIEW ::

The Silk Region is in need of team members to enable the creation of a Creative Arts Community in the Arab Peninsula. A place where Gulf young people between the ages of 13 and 18 will produce programming by learning creative media arts and meet Jesus through the examples, witness and ongoing mentorship of the team.

#### :: WHAT YOU WILL DO ::

##### Admin Assist

As the Administrator or Administrative Assistant, you will assist in all areas possible to enable the team to perform their jobs professionally and efficiently to meet clients' needs. This will include both inside and outside coordination of communication.

#### :: WHAT YOU WILL BRING ::

- ✓ Minimum College degree/ certificate in Administration/ Office Skills
- ✓ 1-2 years track record of success in administration
- ✓ Familiarity with media and media programming an asset
- ✓ Ability to adjust to and work within the cultural limitations of the Arab Peninsula

#### :: WHAT YOU SHOULD EXPECT ::

An opportunity to utilize and exemplify a mature faith in Christ, contributing to the lives of youth by developing a new and creative community!

#### :: NEXT STEPS ::

Download and complete our Preliminary Inquiry Form and submit to our Converge office at [choif@cmacan.org](mailto:choif@cmacan.org) along with your electronic resume. Please state "SILK – Administrator/ Admin Assistant" in the subject line for efficient response to your e-mail.