



**Position Title: Administrative Assistant**

**Manager: Tom Lister, Director of Operations**

**Hours: 40 hrs/week (full-time)**

**Location: Lethbridge**

**Projected Start Date: March 15<sup>th</sup>**

Miracle Channel is growing! We're looking to hire a highly detailed, talented individual to join our Traffic & Scheduling department. The ability to effectively manage a great deal of information in a timely manner is a must. The right person with high organizational skills and an ability to multitask will find this role rewarding and challenging.

**Responsibilities Include:**

- Draft, prepare and organize general correspondence and documents for a variety of external clients
- Drafting, reviewing, editing and analyzing documents.
- Use of word processing, spreadsheet, and database software to create, organize, and manage files.
- Assisting with information flow between corresponding internal departments.
- Other general office duties as required

**Qualifications:**

- A diploma or certificate in fields such as legal assistant, paralegal, or executive assistant is preferred.
- One year of related legal or administrative assistant experience is required.

**Required Skills include:**

- Self motivated and ability to show initiative
- High attention to detail
- Exceptional problem-solving skills & critical thinking skills
- Excellent oral and written communication skills
- Strong time management
- Excellent working knowledge of Microsoft Word and Excel
- Ability to manage multiple projects and tasks concurrently
- Ability to work independently

**If you feel you're the right candidate for the job, please apply with resume, cover letter and portfolio to ATTN: Tom Lister, and send to [jobs@miraclechannel.ca](mailto:jobs@miraclechannel.ca)**

**Notes about our Organization**

The Miracle Channel is a non-profit organization that's been committed to broadcasting faith-based programming across Canada since 1996. Miracle Channel is a professional and inclusive work

environment. All team members are required to respect one another, as well as their beliefs and worldviews.