Summary Job Description

REGIONAL ADMINISTRATOR

POSITION PURPOSE

Reporting to the Regional Director, the Regional Administrator plays a key role in strengthening the effectiveness and capacity of the regional office. This position supports the smooth and professional delivery of regional administrative operations, communications, and organizational initiatives. The Regional Administrator also provides administrative guidance and support to the Ontario staff team in areas such as event planning, project coordination, and administrative processes.

RESPONSIBILITIES

- Communication: Facilitate effective internal communication among staff and departments, as well as external communication with donors, stakeholders, families, and community partners.
- Accounting Support: Assist with expense tracking, financial documentation, and cash flow administration.
- Camp Administration: Coordinate transportation, support camp registration, and monitor camp-related expenses.
- Event Planning and Coordination: Organize and support regional events, fundraisers, and other ministry initiatives.
- Reporting and Statistics: Gather, track, and maintain statistics using internal reporting systems to support organizational planning and decision-making.
- Human Resources Support: Assist with onboarding processes for new staff members and volunteers.
- Donor Relations and Support: Maintain donor databases, coordinate mailouts, prepare thank-you cards and correspondence, and assist with grant applications.
- Administrative Leadership: Provide guidance, direction, and practical assistance to the Ontario staff team to support effective and consistent administrative practices across the region.

SPIRITUAL LEADERSHIP

The Regional Administrator contributes to Young Life's ministry and mission by:

- Modelling Christ-like character through words, actions, and relationships.
- Embodying and promoting Young Life's mission, vision, and values.
- Representing Young Life within the community in a positive, professional, and mission-aligned manner.
- Providing spiritual leadership to direct reports and volunteers, where applicable.
- Praying regularly for kids, volunteers, and fellow staff members.
- Pursuing personal spiritual growth and maintaining active involvement in a local church.

Summary Job Description

REGIONAL ADMINISTRATOR

TEAM CULTURE AND COLLABORATION

As an integral member of the regional staff team, the Regional Administrator helps foster a healthy, collaborative, and supportive team environment by:

- Promoting open communication, mutual respect, and collaboration among Young Life staff and volunteers.
- Building and maintaining positive, trusting relationships with area staff and volunteer teams.
- Contributing to a workplace culture grounded in honesty, accountability, forgiveness, joy, and mutual support.
- Participating in staff meetings, conferences, and other team gatherings as required.

QUALIFICATIONS - EDUCATION / EXPERIENCE / SKILLS

Education and Experience

- High school diploma. Post-secondary degree preferred.
- Two to five years' experience in a clerical or administrative role preferred. Duties included administering expenses, internal and external communication, coordinating schedules, etc. Church,ncommunity organization, or ministry preferred.

Skills

- A natural initiator with an entrepreneurial drive.
- Engaging personality. Positive outlook.
- Excellent verbal communication and interpersonal skills.
- Organized with a strong attention to detail. Able to develop and manage orderly and effective systems.
- Able to work effectively with staff and volunteers who may struggle with administrative tasks.
- Demonstrated discretion and tact. Able to maintain strict confidentiality of all private information.
- Able to write in an engaging way without grammatical or spelling errors. Graphic design experience is an asset.
- Able to work in an MS Windows or Mac O/S environment. Strong email skills required (Gmail or MS
- Outlook). Strong MS Word and MS Excel skills required. Experience with Google Drive or MS OneDrive required. MS PowerPoint skills are an asset.
- Team player. Self-starter who can work with minimal supervision.
- Flexible with a positive attitude toward serving, learning, and training.

Other Requirements

- Legally entitled to work in Canada
- Valid Class 5 drivers' license required (or the provincial equivalent to this BC standard). Class 4 preferred. Current Driver's Abstract required.
- Clean criminal record check required as a condition of employment.