The Christian Broadcasting Associates, Inc.
The 700 Club Canada

Compensation	$18.90 Hourly (contract position – 15 months maternity leave)
Benefits Offered	Dental, Life, Medical (Full-Time employee)
Employment Type	Full-Time (on-site)
Travel	Travel within Greater Toronto Area for Outreach Event
Start Date	Jan 4, 2027

Why work Here?
"Small office with great staff and good benefits. A family atmosphere where we start each day with prayer"

Donor & Ministry Support Assistant

The Christian Broadcasting Associates (CBA), also known as The 700 Club Canada, is seeking a detail-oriented individual to join our administration/ministry team. The **Donor & Ministry Support Assistant** will provide excellent customer service to our partners over the phone, maintain multiple spreadsheets, order merchandise, and assist with Superbook events and engagement initiatives across Canada.

Successful candidates will have a **minimum of 2 years of experience** in an office environment that includes an intermediate working knowledge of Microsoft Office360 including Excel, Word, and Outlook. Also, extremely high attention to detail and the ability to prioritize and meet deadlines. You will be working in a time-sensitive environment, strong time and organization skills will be needed.

Key Responsibilities: Donations

- Process donation remittances accurately and promptly.
- Process credit card donations and pre-authorized bank donations with accurate documentation.
- Communicate professionally and courteously with partners, donors, and related contacts through incoming and outgoing calls.
- Update donor records and complete required follow-up for returned mail and partner correspondence.
- Maintain accurate partner records and protect data integrity across internal systems.

Key Responsibilities: Superbook Event Outreach

- Communicate with churches and individuals to promote Superbook.
- Support seasonal and summer outreach initiatives across Canada.
- Assist with event logistics, setup, and follow-up.
- Perform other administrative, partner service, and outreach-related duties as required.

The successful candidate will have the following qualifications:

The ideal candidate can accurately check, update, and maintain records while working independently with written information from the administration and ministry centre.

- Minimum 2 years of office experience, with intermediate proficiency in Microsoft 365, including Excel, Word, and Outlook.
- Experience with Salesforce CRM is considered an asset.
- Strong organizational skills, excellent attention to detail, and the ability to manage multiple priorities effectively.
- Clear command of written and spoken English, with professional phone etiquette and communication skills.
- Ability to update, verify, and maintain accurate records in databases and internal systems.
- Ability to research, review, and resolve data inquiries accurately and in a timely manner.
- Strong interpersonal skills, with tact, patience, courtesy, initiative, and the ability to work independently or collaboratively.
- A vehicle is required for travel to events.
- Demonstrated commitment to The 700 Club Canada's principles of faith, mission, and values. www.700club.ca/statement-of-faith

Job Type: Full-time on-site **(contract position – 15 months maternity leave)**
Salary: $18.90 /hour
Application Deadline: Open until a suitable candidate is selected
Start Date: Jan 4, 2027
Company: The Christian Broadcasting Associates, Inc.
Contact Person: Edith Okanlawon
Email: Eokanlawon@700club.ca

Location Address: 251 Consumers Rd Ste 910 North York ON M2J 4R3

If you are interested in this role, **please forward your resume in PDF or Word format** to Eokanlawon@700club.ca

Visit our website for more information https://www.700club.ca/careers/

Note: We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.