



## **The BC Mission Boat Society is Hiring for a Ministry Director!**

Looking to make a difference in people's lives and want to join a team that is all about sharing God's Love? Do you enjoy being challenged with multiple responsibilities? Do you consider yourself an organized, self-motivated people person? Continue reading about the new and exciting role as a Full Time Ministry Director!

### **About the Organization:**

The BC Mission Boat Society is a Christian, nonprofit organization that was started in 1999 out of the upstairs of Our Saviour Lutheran Church in Parksville. We do year-round ministry into remote First Nation communities along the BC Coast through short term mission trips. Our Vision statement is "Serving Christ in His continued work among remote First Nations communities along the BC coast, so the His Church may thrive!"

### **Description of Role:**

The Ministry Director reports to the Executive Director and the Board of Directors to facilitate ministry and continue building relationships with the First Nations communities, donors, volunteers, etc. Some duties may be shared between the person in this role and the Executive Director. This team ministry requires flexibility and a willingness to serve and take charge as needed. A breakdown of responsibilities is as follows:

#### Ministry to communities:

Ministry in the Communities: 60 days per year

- Visits each community, maintains a relationship and builds new ones
- Administers all ministry to communities
- Leads teams as needed
- Reports to Executive Director the status of each community

Ministry outside of the Communities: 30%

- Social Media
- Phone calls
- Visits outside of the community (e.g. coffee, funerals, basketball tournaments)

#### Ministry to donors/development- 10%

- Occasional presentations
- Assistance with development programs at the request of the Executive Director

#### Ministry to volunteers- 30%

- Recruits volunteers and teams
- Administers all preparations and training of volunteers/teams
- Manages the leadership and support for all volunteer trips into the communities (Available when teams are in communities)
- All curriculum and programming responsibilities (Pastoral approval needed)

Administration- 30%

- Managing and updating Website and Social Media Pages
- Manage pictures, and photo permissions from mission trips
- Manage inventory and order supplies when needed
- Coordinate volunteers for mailouts, billets and/or drivers as needed.
- Backing up computer files
- Processing donations, making bank deposits and maintaining a relationship with donors\*
- Sending out information and promotional information when requested\*
- Complete mail merges and organize materials for appeal letter campaigns\*
- Coordinate, acquire and edit articles for newsletters\*
- Organizing and Maintaining the filing systems and database\*
- Maintain a clean office\*

\*These tasks will be shared with the Executive Director

**Requirements:**

- A committed follower of Jesus and subscribes to the mission, vision and statement of faith of the B.C. Mission Boat Society
- At least two years of post-secondary education, preferably in the field of church work, education, administration or business.
- Organized, motivated, self-starter
- Leadership skills and a team player
- Experienced with the use of Social Media and Microsoft Products (Microsoft 365 Online, sharepoint, office programs, etc.)
- Good writing and proofing skills to write letters, thank you cards, emails, social media posts, etc.
- Experience with cross cultural ministry
- Relocation to the Parksville area

**Compensation:** Based on education and experience. Relocation costs to Parksville is negotiable.

**Probationary Period:** 90 days.

**How to apply:**

Please apply via email to [rhonda@bcmisionboat.org](mailto:rhonda@bcmisionboat.org) with resume and cover letter. Successful applicants will be contacted.