



Job Posting

Joint Ministry Representative

TIME COMMITMENT: Full Time, 37.5 hours weekly

DURATION: Permanent

LOCATION: Office located in Grimsby, Ontario; Hybrid Office/Remote

Overview of the Organization:

For over 50 years, Bible League Canada has been committed to doing missions differently. How? By strategically building extraordinary international partnerships with national ministries in over 40 countries, equipping local believers through Bible-centric discipleship programs to become champions for the Gospel, committed to reaching their own communities with the Living Word of God.

Bible League Canada diligently tracks each copy of God's Word placed, connecting Canadian donor champions with global champions to see maximum impact and multiplying transformation.

Responsibilities:

Reporting to the Director of Development, the Joint Ministry Representative is responsible for caring for and cultivating the relationship between Bible League Canada and its joint ministry partner BFM Foundation Canada at the store level for Mission Thrift Stores. Through sharing ministry impact and engaging in store communities, the Joint Ministry Representative is a key connection point between Bible League Canada and BFM Foundation Canada and the Mission Thrift Stores across Canada. The incumbent should be comfortable with regular travel, involvement in volunteer work, and must have the ability to build strong relationships with a wide variety of personalities and perspectives.

Specific responsibilities of the role include, but are not limited to:

Connecting with Mission Thrift Stores

- Visit and correspond with stores, in-person across Canada and virtually, to build relationships
- Inspire store communities with the mission and impact of the joint ministry
- Thank, and provide reports and communication to store staff and volunteers
- Engage with Regional Directors from BFM Foundation (Canada)
- Liaise with Mission Thrift Stores on behalf of Bible League Canada
- Respond to inquiries and needs at the store level
- Assist stores, in alignment with broader marketing initiatives, with various promotional collateral and opportunities for storytelling.
- Engage in various store events and presentations as identified.

Represent Mission Thrift Stores within BLC

- Represent Mission Thrift Stores to Bible League Canada through regular updates and presentations to Bible League Canada staff
- Share store and volunteer stories with the Bible League Canada staff
- Connect regularly with BLC Marketing Team to align on various event and store activities

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Web BibleLeague.ca E-mail ministry@bibleleague.ca Tel 905.319.9500 Toll-free 800.363.9673 Fax 905.319.0484

Engage as a member of Bible League Canada's Development Team

- Meet and train with the Development team as appropriate
- Maintain store information and records through Salesforce
- Engage as a full-time Bible League Canada staff member by attending chapels, huddles, all-staff meetings, retreats, and strategic planning.

Education and professional accreditation:

- Education should include a University Degree

Experience

- 8-10 years' experience in a related role is preferred
- Experience working as, or with, volunteers is essential
- Experience and proven abilities in managing external partner relationships
- Experience in a non-profit organization would be an asset but not essential

Technical Skills:

- Excellent verbal and written communication skills
- Excellent storytelling ability
- Exceptional attention to detail, with the ability to see the "big picture"
- Sound project management, organizational and time management skills
- Strong Microsoft Office skills (Word, Outlook, Excel, PowerPoint)

Interpersonal Skills and Personal Attributes:

- Knowledge of and a passion for Bible League Canada and its work
- Excellent interpersonal and communication skills; experience interacting with people from diverse cultures and backgrounds
- Flexible and adaptable to changing conditions, shifting priorities
- Able to travel frequently across Canada
- Able to multi-task, prioritize and work well in a busy environment
- Able to handle confidential information
- A self-starter with the ability to work independently as needed

Required Commitment:

- Follower of Jesus Christ who wholeheartedly subscribes to Bible League Canada's faith and lifestyle policy documents
- Knowledge of and a passion for Bible League Canada and its work
- In fulfilling your responsibilities, you will be required to pray for and minister to people who contact Bible League Canada either in person, or by phone or other electronic communication, in general inquiries, at conferences and events or fundraising activities, and at the local Mission Thrift Stores

Here's why we think you will love joining Bible League Canada:

Our ministry: All peoples. Everywhere. Transformed by the living Word of God.

Our culture: Certified as a Best Christian Workplace - Flourishing category

Our team: Supportive, encouraging and positive environment

Our commitment: Team building, professional development, personal growth

Our plan: Competitive compensation, RRSP matching, outstanding benefits package, flexible work arrangements

For further information about Bible League Canada, please visit our website at www.bibleleague.ca.
Please submit your cover letter and resume or inquiries to:

Contact Person: Lori-Anne Cunningham, StrategicSearchPartners@outlook.com

Bible League Canada would like to thank those who have applied; however, only short-listed candidates will be contacted.

Accommodations in the selection process are available, upon request, for applicants with a disability, in accordance with the Accessibility for Ontarians with Disabilities Act (AODA).