

Ministry Engagement Lead Job Postings

TIME COMMITMENT: Full Time, 37.5 hours weekly

DURATION: Permanent

COMPENSATION RANGE: \$55,000 - \$62,500

LOCATION: Office located in Grimsby, Ontario; Remote/Hybrid Work: Mondays/Fridays optional in office; Tuesday-Thursday mandatory in office

Overview of the Organization:

For over 60 years, Bible League Canada has been committed to doing missions differently. How? By strategically building extraordinary international partnerships with national ministries in 50 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.

Responsibilities:

Reporting to the Director of Finance & Administration, the Ministry Engagement Lead will provide administrative & operational support for all related initiatives and projects undertaken by BLC's Finance & Admin (F&A) Team, International Ministry (IM) Team, and Ministry Engagement Collective (MEC) group. This position will also act as a back up for the IM Coordinator role and will assist the Serve Entities. The successful candidate should be comfortable working in a fast-paced environment and interacting with ministry partners effectively and diplomatically.

Specific responsibilities within the above areas will include but not be limited to:

1) Project Coordination & Ministry Support:

- Utilizing the Asana project management software program this position will be responsible for tracking all activities and expenditures of BLC international projects from the beginning of the funding process to its conclusion and ensuring that all reporting is completed and submitted to stakeholders by due dates.
- Liaising with International Missions Directors (IMDs) and other ministry partners, as required for project management, including soliciting input for pre-project regional planning.
- Ensuring completion of new ministry partner contracts (MOUs, contractors' agreements) and schedule 'A's and securing the required signatures from ministry partner contacts and BLC CEO & BLC President.
- Providing administrative assistance and logistics support in all new ministry partnership related projects and meetings as required, with support to the Director of IM, Global Ambassador, and Director of F&A as needed.
- Liaising with all BLC teams on project logistics and content, as required.
- Liaising with Ministry Advancement regarding Foundation applications, project updates, and donor reporting opportunities.

2) Budget Support:

- Supporting the Finance team's efforts compiling and submitting expenses for BLC's annual budget planning process. This could include liaising with other BLC departments (internal) and ministry partners (external).
- Supporting the Director of IM, Director of F&A, and the Serve Entities during the annual ministry budgeting and forecasting process.

- Liaising with MEC stakeholders as needed for ministry project finance and budget tracking.
- Supporting the Director of IM and Manager of Finance during quarterly IM budget review and MEC status reporting.

3) **Other Duties:**

- Providing administrative assistance for BLC Serve Management Committee meetings, including agenda pre-read material preparation, minute-taking, and logistics support to Director of F&A, Global Ambassador, and other Serve Management Committee members.
- Assisting with the preparation and submission of metrics required for inclusion in the annual report.
- Liaising with various teams as needed to provide project logistics support or presentation materials.

4) **Chapel/Prayer Time**

- Participate in regular staff chapel services and pray for and minister to colleagues, donors, visitors and people who contact Bible League Canada either in person, or by phone or other electronic communication. These ministry and prayer opportunities include but are not limited to weekly chapel and devotions, meetings, general inquiries, and conferences and events.

*Additional responsibilities may be added in consultation with and at the discretion of your supervisor.

Education:

College certificate in Office Management, Administration or related experience.

Experience:

- Minimum 2 years experience in a related position, with emphasis on project coordination experience.
- Experience in preparing and implementing budgets and yearly plans including measurable goals and objectives.
- General administrative skills including booking meetings and appointments, preparing agendas and minutes, managing correspondence, maintaining office files, managing and organizing meetings.

Technical Skills:

- Intermediate-Advanced Microsoft Office (Word, Outlook, Excel, PowerPoint), internet research skills
- Excellent verbal and written communication skills.
- Exceptional attention to detail and project management skills.
- Advanced organizational and time management skills.
- Knowledge and experience with Salesforce CRM is an asset.

Interpersonal Skills and Personal Attributes:

- Absolute commitment to confidentiality.
- Cultural, economic and environmental sensitivity while interacting with people from diverse cultures and backgrounds.
- Proven ability to work collaboratively with all levels of management and staff, inside and outside the organization.

Required Commitment:

- Knowledge of and a passion for Bible League Canada and its work
- Follower of Jesus Christ who wholeheartedly subscribes to the Bible League of Canada's faith and lifestyle policy documents.
- A love for Bible-based ministry in Canada and around the world.
- In fulfilling your responsibilities, you will be required to participate in regular staff chapel services and pray for and minister to colleagues, donors, visitors and people who contact Bible League Canada either in person, or by phone or other electronic communication. These ministry and prayer opportunities include but are not limited to weekly chapel and devotions, meetings, general inquiries, and conferences and events.

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 by the [Best Christian Workplaces](#)

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 Aaron Riede, Director of Finance & Administration, at ariede@bibleleague.ca. We thank all applicants for their interest, but only short-listed candidates will be contacted.

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

At Bible League Canada, we use human oversight in each step of recruitment. AI-enabled tools are used to develop and administer assessments based on job-related criteria. Staff make the final decisions about which candidates are selected, interviewed and hired.