



Employment Opportunity - Posting The Salvation Army Alberta & Northern Territories Division

Job Title:	Community Ministry Coordinator	Competition #:	
Ministry Unit Name:	Castledowns Church	Status/Hours:	Regular full time; 35 hours per week
Salary Range:	\$24.35/hr (min) - \$30.44/hr (mid)	Date posted:	
Work Address:	12404 140 Ave Edmonton, AB	Posting Expires:	When suitable candidate found
Applications Accepted By:			
Fax or E-mail: carolyn.hale@salvationarmy.ca Attention: Please no phone calls.			
MISSION AND VALUES:			
<p>The Salvation Army is an international Christian church. Its message is based on the Bible; its ministry is motivated by love for God and the needs of humanity.</p> <p>Mission Statement The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.</p> <p>Core Values The Salvation Army Canada and Bermuda has four core values: Hope: We give hope through the power of the gospel of Jesus Christ. Service: We reach out to support others without discrimination. Dignity: We respect and value each other, recognizing everyone's worth. Stewardship: We responsibly manage the resources entrusted to us.</p>			
JOB DESCRIPTION:			
<p>POSITION PURPOSE SUMMARY: The Community Ministries Coordinator oversees a broad range of community based and seasonal programs. Ensures operational and implementation planning for safe, effective and efficient provision of faith-focused services.</p> <p>KEY RESPONSIBILITIES:</p> <p>Program</p> <ul style="list-style-type: none">• Organize and oversee community-based programs (such as foodbank, vouchers, seniors' programs, youth programs, music programs, seasonal celebrations (Easter, Thanksgiving, Christmas), summer camps, vacation bible school, Christmas assistance)• Ensure programs are aligned and comply with The Salvation Army policies and standards and reflect client needs due to changing socioeconomic and continuous quality improvement initiatives through ongoing planning• Ensure programs have a spiritual focus and this may require sharing the gospel of Jesus and praying with clients.• Establish ways to connect the community with the church community• Develop, organize and mobilize outreach programs from the community• Build and maintain networks with Salvation Army and community social providers to coordinate resources for			

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clients

Volunteer Management

- Recruit volunteers for events and activity efforts, as well as all necessary support, resources and supplies.
- Support Community Ministry volunteers in completion of responsibilities relating to programs.
- Ensure ongoing volunteer training, including orientation of new volunteers.

Administrative

- Maintain records and provide program evaluations and/or statistical information as required by DHQ/THQ; includes maintain Link2Feed.
- Perform administrative tasks that support program objectives
- Provide input into the program budget, in collaboration with the Corps Officer ensuring diligent stewardship of resources
- Ensure the safe and accurate handling of all donated items
- Develop and/or implements policies and procedures, inclusive of safety and security
- Attends meetings as required by the Corps Officer

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

**NOTE: For some jobs, you may be required to provide validated educational documentation.*

Education/Certifications:

- The successful job applicant will have completed post-secondary diploma in human services or social services or equivalent
- Post-secondary education in religious studies is a strong asset

Experience:

- Minimum two years experience in a faith-based ministry setting
- Experience in a supervisory capacity and/or volunteer management
- Music knowledge (piano preferred)
- Understanding for individuals of diverse social and cultural backgrounds
- Knowledge of, or willingness to learn the standards, policies and procedures of The Salvation Army
- Respect and understanding of The Salvation Army - its mission, culture, and values

NOTE: An alternative level of education and experience may be acceptable.

Required Skills/Knowledge:

- Innovative – proven ability to think “outside the box” to engage community for ministry outreach.
- Ability to use social media (advertise, create videos, posters)
- Strong sense of integrity and confidentiality.
- Problem solving, communication and organizational skills
- Strong interpersonal skills
- Able to work well in a team and independently
- Demonstrate a healthy sense of boundaries and a positive attitude
- Proficient in computer skills including Microsoft Office
- Willingness to learn and develop skills
- Able to lift 40 lbs.

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Successful candidates, prior to hiring, may be required to provide:

- Background check consent
- A clear vulnerable sector screening
- A clean drivers abstract
- Completion of our online Armatus Abuse Training and required Health and Safety training

DAYS and HOURS of work: Monday – Friday 8:30 – 4:00pm (1/2 unpaid lunch). Willingness to work some evenings and weekends to meet program needs. Flexibility in work schedule may be required based on programming schedules and client availability

The Salvation Army offers accommodation for applicants with disabilities in its recruitment process. If you are contacted to participate in an interview or screening process, please advise us if you require accommodation.

We thank all applicants, however, only those candidates to be interviewed will be contacted.

Internal Applicants, please advise your managing supervisor of your intentions prior to submitting your application.



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