

Engagement Ministry Assistant

Position Type: Permanent, part-time (10hrs/week)

Location: Bonnie Doon Campus, 8501 82 Ave, Edmonton AB

Position Summary

This position is responsible for helping first time guests and current congregants connect with and engage more fully with the ministries of Beulah's Bonnie Doon Campus. This is accomplished through weekly times of connection, monthly events, follow up and pastoral care.

Role responsibilities:

Weekend Engagement

- Oversee and execute community initiatives to help people take first and next steps in serving and engaging in the life of the campus.
- Oversee weekend Guest Services, including greeting, security, and ushering ministries.
- Recruit, train, equip, and schedule volunteers for monthly events and weekly ministry duties.
- Create systems to make it easy for visitors to fill out connect cards, in person and online.
- Work with Campus Pastor to ensure follow up with all new visitors is meaningful and welcoming.
- With Campus Pastor and volunteers, ensure special services like Christmas Eve and Easter are incredibly welcoming and relentlessly missional.
- Help manage budgets for areas of ministry.

Administrative Duties

- Input information and tracking of visitors, connect cards, and attendance.
- Manage room bookings, registrations, maintain files, and records.
- Maintain ministry resources/supplies, Source vendors, place orders.

What will make you thrive:

- Committed follower of Jesus with demonstrated spiritual maturity and authentic relationship with the Lord; full of the Holy Spirit and faith.
- Alignment to Beulah's vision to see greater Edmonton awakened to King Jesus.
- Passion for lost people to have an opportunity to connect to the campus and find belonging.
- Creative, out-of-the-box ideas to welcome new visitors and invite those outside the campus in.
- Heart for people.
- Desire to learn and grow in recruiting, equipping, mobilizing, and coaching volunteers.
- Team player and builder who can work in the system. Able to work in a large, multi-staff setting.
- Attention to detail and can complete projects in a timely manner.
- Familiarity with Rock RMS Church Management Software.
- Able to manage multiple tasks and achieve deadlines.
- Relational and comfortable taking initiative to connect and welcome visitors.

Qualifications:

- Candidates must be legally eligible to work in Canada before being hired.

Interested? Submit your resume and cover letter to hr@beulah.ca. No phone calls please. We thank all applicants for their interest; however, only those selected for an interview will be contacted.