



**Title:** British Columbia Ministry Administrator

**Job Status:** Full-time contract (6 months), expected start date September 1, 2023

**Job Team:** BC Regional Team

**Ministry:** Campus and Camp

**Application Deadline:** August 11, 2023

As InterVarsity British Columbia continues to strengthen its regional ministries, careful stewardship of our varied resources is vital to healthy growth. This position provides administrative support to various systems, structures, and events, and will bring clarity and effectiveness to the systems that serve InterVarsity's work in British Columbia.

Ministry in the region is ever changing and evolving; this is a six-month term contract position, with the possibility of extension. This position is for 40 hours per week. Hours of work may vary and be irregular at times in order to meet the requirements of the position.

This role is fully fundraised and the successful applicant will need to develop a team of prayer and financial supporters.

#### **Key Outcomes:**

- ❑ An up-to-date donor list that is easily understood, segmented, and communicated through
- ❑ The Virtuous environment for InterVarsity British Columbia is maintained with accurate data that supports the needs of the user community.
- ❑ Staff and donors receive timely information and support.
- ❑ Staff are enabled through training and guidelines to utilise the applications that they have access to (e.g. Virtuous).
- ❑ Implementation of training on systems and structures that increase clarity and effectiveness of BC staff using system tools
- ❑ Clear leadership and communication of logistical elements of year-end fundraiser event
- ❑ The growth of all ministries is enabled and empowered by effective administration.

#### **Qualifications:**

- ❑ Personal relationship with Jesus Christ and desire to grow as a follower
- ❑ High quality customer service.
- ❑ High-level of attention to detail.
- ❑ Ability to listen carefully and communicate clearly.
- ❑ Capable of work with minimal direction.
- ❑ Independent worker, but also a good team player.

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- ❑ Demonstrated problem-solving ability, efficiency and flexibility in a changing environment.
- ❑ Management of sensitive information securely and with confidentiality.
- ❑ Independent learner, keeping up with changes in the applications used.

Link to full job description: [www.ivcf.ca/jobs/bc-admin](http://www.ivcf.ca/jobs/bc-admin)

## Application Process:

Interested applicants are invited to email a resume and cover letter to [dstone@ivcf.ca](mailto:dstone@ivcf.ca).

Employment is conditional upon a clear police reference check. The successful candidate must be able to submit to InterVarsity's *Code of Conduct* and *Statement of Faith*. We welcome and encourage applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. We thank all applicants for their interest; however only those candidates selected to move forward in the recruitment process will be contacted.

British Columbia Ministries:

