

BILLY GRAHAM

Evangelistic Association of Canada

VOLUNTEER COORDINATOR

Charlottetown, PEI

The Billy Graham Evangelistic Association is well known for the powerful evangelism or outreach ministry of our founder, Billy Graham. His mission is our mission: "Proclaiming the Gospel of the Lord Jesus Christ to all we can by every effective means available to us, and equipping others to do the same."

The Billy Graham Evangelistic Association of Canada (BGEAC) is seeking a Volunteer Coordinator who will be responsible to assist with specific volunteer related administrative and organizational support tasks related to the Celebration of Hope (COH) ministry. This position is responsible to support the work of the Celebration committee and volunteers for scheduled projects. They will also prepare and compile materials, and provide general administrative support for ministry initiatives. This individual will help to coordinate the schedules of over 150 volunteers, as well as direct them to assigned tasks during the Celebration event November 4-5, 2017. As an integral member of the BGEA Ministry department, this role will help BGEAC carry out its mission and objectives through participation in daily prayer ministry. The successful candidate will fulfill **5 – 8 hours a week contract until November 30, 2017** from a home-based office in Charlottetown PEI.

Qualifications:

- Qualified applicants should be committed to Christian values and precepts and be in agreement with the Billy Graham Evangelistic Association Statement of Faith
- Pleasant, mature and professional manner when dealing with people
- Excellent communication and listening skills; customer service skills
- Proficient in understanding, speaking, reading and writing English
- Excellent organizational and multi-tasking skills
- Proficient in the use of Microsoft Office Suite
- Well organized with time management skills
- Professional phone manner
- Administrative skills
- Maintains confidentiality of records and information
- Strong organizational, problem solving, and self-direction skills
- Able to work in a fast paced work environment
- 5+ years of administrative, customer service, data enter & data systems experience
- Experience in working with volunteers

Contact Information:

To respond to this opportunity, please forward your resume together with a cover letter [detailing your passion for Christian ministry employment](#) to:

Attention: Human Resources
20 Hopewell Way NE, Calgary, AB T3J 5H5
Email: employment@bgea.ca

Application Deadline: Until Suitable Candidate is found

Note: Staff must be in agreement with the Billy Graham Evangelistic Association's Statement of Faith and be committed to Biblical values, precepts and conduct. We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.

No phone calls please.