



*Always Good News.*

## **PROJECT MANAGER**

The Billy Graham Evangelistic Association is well known for the powerful evangelism and 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 servant leader to fill the role of Project Manager with the BGEAC, and will be responsible to manage various ministry initiatives. This individual will report to the Director of National Initiatives and will be concentrated on successful and consistent event planning for various events focused around evangelism, including but not limited to ReAwaken training events and the Evangelism Congress. This Project Manager will also be responsible to manage and seek to develop ministry volunteers through BGEAC ministries like Internet Evangelism, and may be expected to participate and lead in other BGEAC ministries as needed. The Project Manager will be expected to actively promote the ministry of BGEAC through public speaking opportunities, and regular networking in the Christian Community. As an integral member of the Ministry Department, this role will help BGEAC carry out its mission and objectives through participation in daily prayer ministry. The successful candidate will fulfill a full-time position in the Calgary, AB head office.

### **Qualifications:**

- In agreement and compliance with the BGEAC Statement of Faith, Code of Personal Conduct and organizational policies
- Bachelor's Degree in ministry or other related field
- 3-5 years of experience in organizational and project management
- 3-5 years of experience in event planning and management
- 1-2 years of experience in volunteer management
- Experience with the administrative functions of churches and understanding of church culture
- Available to travel on a frequent basis within Canada
- Passionate for the BGEAC's mission and vision.
- Excellent organizational and administrative skills.
- Proven ability to manage multiple projects at one time
- Superior interpersonal and communication skills.
- Comfortable with public speaking
- Disciplined self-starter; able to work independently and stay motivated and organized to carry out projects to completion with little supervision.
- Valid Driver's License

### **Contact Information:**

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

**Application Deadline:** Open until a suitable candidate is selected

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.**