



## MINISTRY ASSISTANT

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 Ministry Assistant who will be responsible to provide the team with administrative and organizational support for various initiatives of the organization, including but not limited to: Festivals of Hope with Franklin Graham, Celebrations of Hope with Will Graham, and ReAwakening Seminars. This individual will work closely with Project Managers and other Ministry Assistants in the Calgary Head Office with the focus on assisting with event planning and coordination, as well as administrative support related to vendor contracts and agreements for the assigned events. This Ministry Assistant will also prepare and compile materials for various initiatives, arrange statistics and reports and perform database functions including research, cleanup and entry. As an integral member of the BGEAC Ministry Department, this individual will help BGEAC carry out its mission and objectives through participation in daily prayer ministry. This position is looking to start October 1, 2017

### Qualifications:

- Qualified applicants should be committed to Christian values and precepts and be in agreement with the Billy Graham Evangelistic Association of Canada Statement of Faith
- Pleasant and professional manner when dealing with people, over the phone and in person
- Excellent communications and listening skills; customer service skills
- Maintains confidentiality of records and information
- Multi-tasker with flexibility to manage shifting priorities and deadlines
- Event coordination experience; planning travel, accommodation, organizing appointments, would be a definite asset
- Experience handling contracts and coordinating with third party companies
- Detail oriented with an eye for accuracy
- A self-starter with ability to work independently and as part of a cohesive team
- Proficient in MS Office with superior data entry skills
- Domestic travel may be required
- Bachelor degree or equivalent experience in a related field

### 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](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.**