



*Always Good News.*

## **PROJECT MANAGER**

The Billy Graham Evangelistic Association of Canada 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 to manage various ministry initiatives primarily as they relate to the Celebration of Hope (COH) in St. John's, Newfoundland in November 2018. This individual will be focused on event planning, connecting with city leaders along with the Christian community, and helping to carry out the work of the St. John's Executive Leadership Team. As a remote 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 contract until November 30, 2018, working from a local office located in St. John's, Newfoundland.

### **Qualifications:**

- In agreement and compliance with the BGEAC Statement of Faith, Code of Personal Conduct and organizational policies
- Passionate for the BGEAC's mission and vision
- Bachelor's Degree in ministry or other related field
- 3 - 5 years' experience in event planning, coordination and management
- 1 - 2 years' experience in volunteer management
- Experience with the administrative functions of churches and understanding of church culture
- 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 with access to a reliable vehicle

### **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.**