



## MINISTRY ASSISTANT

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 Ministry Assistant who will be responsible to provide administrative and organizational support for the Celebration of Hope (COH) with Will Graham in St. John's, Newfoundland in November 2018. This individual will work closely with Project Managers and other Ministry Assistants located 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 COH event. This Ministry Assistant will also prepare and compile materials, schedule and coordinate volunteers, arrange statistics and reports, and perform database functions including research, cleanup and data entry. As an integral member of the BGEAC Ministry Department working remotely, this individual will help BGEAC carry out its mission and objectives through participation in daily prayer ministry. This position is scheduled to start ASAP running until November 30, 2018 and will work out of the local office located in St. John's, Newfoundland.

### 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 communication and listening skills; customer service skills
- Maintains confidentiality of records and information
- Multi-tasker with flexibility to manage shifting priorities and deadlines
- 3 – 5 years' experience with event coordination, planning travel, accommodation and organizing appointments, would be a definite asset
- Experience handling contracts, scheduling and coordinating volunteers and working with third party stakeholders
- Detail oriented with an eye for accuracy
- A self-starter with ability to work well independently and as part of a remote team
- Proficient in MS Office with superior data entry skills
- Access to a reliable vehicle since travel within the St John's metro area will 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.**