

## **The BC Mission Boat Society is Hiring a Mission Director!**

Looking to make a difference in people's lives and want to join a team that is all about sharing God's Love? Do you enjoy being challenged with multiple responsibilities? Do you consider yourself an organized, self-motivated people person? Continue reading about the new and exciting role as a Full Time Mission Director!

### **About the Organization:**

The BC Mission Boat Society is a Christian, nonprofit organization that was started in 1999 by members of Our Saviour Lutheran Church in Parksville. In 2019, we moved our main office to the Comox Valley. We do year-round ministry into remote First Nations communities along the BC Coast through short term mission trips.

Our Vision statement is "A thriving body of Christ within remote BC coastal First Nations communities".

Our Mission statement is "Sharing Christ's love and equipping communities to grow in faith".

### **Description of Role:**

The Mission Director reports to the Executive Director and the Board of Directors. We strive to have a team approach to ministry and to the work that is done. The Mission Director will be based out of our office in the Comox Valley. This position is highly administrative, and involves facilitating and participating in mission trips and travel into the remote First Nations communities that we serve. The Mission Director will oversee and support volunteers and mission teams as they plan and prepare prior to their mission trip, during their mission trip and afterwards. You would continue to build relationships with volunteers, donors, and with the First Nation communities we serve. We are looking for someone who loves Jesus, and has a passion for serving others. This position involves someone to be self-motivated and willing to work as a team even if it is through technology. This team ministry requires flexibility and a willingness to serve and take charge as needed. A breakdown of responsibilities are as follows:

### **Community Engagement:**

- Work within communities: 60 days per year (around 10 mission trips)
  - o Travels into communities with mission teams to participate in the mission
  - o Build relationships with key contacts in the communities

### **Engagement Outside of the Communities:**

- Develop and maintain connections with communities
  - o Social media
  - o Phone calls
  - o Coordinating visits outside of the community as required (ex. Hospital visits)
  - o Utilising volunteers in local churches

### **Volunteer Management and Training:**

- Work with ED on connecting, recruiting, and training teams.
- Coordinates volunteers to help with newsletter mail outs, craft/supply prep, team meals etc...
- Organize and prepare program materials approved by ED.

### **Administration:**

- Maintains Program and office inventory
- Manages and maintains daily office operations
- Manage databases including forms, photos, and permissions
- Manage website and Social Media pages
- Assist ED in organizing materials for appeals and fundraisers.
- Assisting ED in preparing newsletters.
- Assist in processing donations and preparing items for Month End for the bookkeeper.
- Other duties as assigned by the Executive Director.

### **Requirements:**

- A committed follower of Jesus, and agrees with the BCMBS' Mission, Vision and Statement of Faith.
- At least two years of post-secondary education, preferably in the field of church work, education, administration or business.
- Organized, motivated, self-starter.
- Leadership skills and a team player
- Experienced with the use of Social Media, QuickBooks/ Sage, and Microsoft Products (Microsoft 365 Online, SharePoint, office programs, etc.).
- Good writing and proofing skills to write letters, thank you cards, emails, social media posts etc...
- Experience with cross cultural ministry.

**Compensation:** Based on education and experience.

**Probationary Period:** 90 days

**How to Apply:** Please apply by sending an email to [careers@bcmmissionboat.org](mailto:careers@bcmmissionboat.org) with resume and cover letter. Successful applicants will be contacted.