



WESTWOOD PRESBYTERIAN CHURCH

“To Know Christ, Make Him Known”

197 Browning Blvd. Winnipeg, MB, R3K0L1

204-837-5706

apply@westwoodpc.ca

Employment Opportunity

Ministry Coordinator

Westwood Presbyterian Church is hiring a Ministry Coordinator to provide operational leadership and ministry coordination to spread the good news of Christ in the Westwood area and the entire city of Winnipeg. Under the minister's direction and supervision, the successful candidate will assist Westwood Presbyterian Church in achieving its priorities through program development, organizing, coordinating, and evaluation.

Position Title: Ministry Coordinator

20 hours per week

Weekday afternoons and evenings and Sunday Morning

Summer hours are to be determined.

Pay Rate: Depending on experience, between \$19-21 per hour

Pay negotiable; hourly employee

Successful candidates will possess:

- A College degree and a minimum of 2 years of ministry coordinator(vocational or voluntary) experience are preferred
- Experience with/willingness to further training on how to use church equipment, iWorks (including Pages and Keynote), Microsoft Office (including Word, Excel, and PowerPoint), web-based software (Wix, Canva, and Campaign Monitor), and social media
- An ability and desire to express a personal Christian faith commitment to others
- A strong alignment to WPC's mission and vision
- Strong organizational, interpersonal, verbal and written skills
- Self-motivation with an ability to self-manage their workload
- An ability to work within a team-based environment
- An ability to network and coordinate with community mission partners
- Experience leading church-sponsored programs with volunteers
- Multi-tasking skills, ability to think critically, problem solve, and manage their time

- A high level of integrity and discretion
- An ability to operate within a budget
- An ability to meet deadlines

Key Areas of Work:

- Ministry support and coordination, including children's ministry. Work collaboratively with staff to plan and coordinate
 - i. Vacation Bible School
 - ii. Craft and Dinner program
 - iii. Higher grades Sunday School
 - iv. Youth Group
- Volunteer recruitment, training and mobilization
 - i. Recruit volunteers to staff programs
 - ii. Manage and upkeep volunteer database, including background checks
 - iii. Train volunteers, encourage and equip them, Respond to their concerns
- Sunday operations
 - i. Event planning and execution
 - ii. Oversee live-streaming platforms and audio-visual equipment
 - iii. Also includes occasional special events
- Events Planning
 - i. Responsible for appropriate communications of upcoming events
 - ii. Work with staff to plan, coordinate and execute congregational events

Accountability:

The Ministry Coordinator is responsible to the Minister and the Session through the Personnel Committee. The incumbent will follow the direction of the Minister and consult with all other committees/teams from time to time.

Conditions of Employment:

- Satisfactory Police Record Check
- Confidentiality Agreement must be signed.

Please send your Resume in confidence to the Personnel Committee of Westwood Presbyterian Church at **apply@westwoodpc.ca**.