



RISING ABOVE

Abuse Counselling Agency

Educate... Equip... Empower...

Indigenous People

Position:	Youth Director
Classification:	Full Time Employment
Location:	Flexible
Candidacy start date:	ASAP

Position Summary:

Give direction and leadership toward the achievement of the youth ministry vision, mission, and strategic goals and objectives.

Duties and Responsibilities

40% - PROGRAM DEVELOPMENT

1. Provide leadership in developing and implementing a strategic plan to advance Rising Above's youth ministry goals and objectives.
2. Provide leadership in developing program, organizational and financial plans to execute the strategic plan.
3. Evaluate program effectiveness to advance the Youth ministry.
4. Maintain a working knowledge of significant developments and trends related to the Indigenous youth ministry.
5. Establish sound linkages with other reputable organizations.

30% - COMMUNICATIONS

1. Regular reports to the Executive Director (ED) keeping the ED fully informed on the condition of the youth ministry and all important factors influencing it: monthly memo, quarterly business plan report, and annual report. Work with the ED to prepare supporting information for board meetings.
2. Represent Rising Above youth ministry to organizations, churches and the general public.
3. Promote Rising Above's youth ministry and programs through personal contact, special events, publications, and mailings.
4. Maintain regular, positive donor relations, prepare occasional donor solicitation letters; connect with donors; grow the donor base.

10% - HUMAN RESOURCES

6. Be responsible for the recruitment and supervision of all personnel in the youth ministry department, both paid staff and volunteers.
7. Ensure that job descriptions are developed, that regular performance evaluations are held, and that sound human resource practices are in place.
8. See that an effective ministry team is in place.
9. Provide leadership in staff development and department staff meetings.

20% - FINANCIAL

1. Oversee the development of strategies for generating revenue to ensure that adequate funds are available to permit the youth ministry to carry out its work.
2. Work with department staff and Executive Director in preparing an annual youth ministry budget; see that the department operates within the budget guidelines.

OTHER DUTIES: as assigned

Reports To: Executive Director

TERMS OF EMPLOYMENT

Candidate will either serve as a volunteer or raise financial support to cover the expenses of their salary and ministry. Rising Above will seek to raise funds for the Rising Above Youth Ministry, and as funds become available, financial contributions will be made toward the youth ministry. If the Youth Director wishes to raise their financial support, they will operate according to the following terms:

- **Salary:** To be determined based on Rising Above's salary scale. Employee is expected to raise sufficient funds to cover their salary through deputation and honorariums received while doing the work of Rising Above. Funds will be received on a designated basis for individual or general support of staff. Employee will be provided a monthly amount commensurate to the designated funds received or pledged.
- **Status:** Employee begins on Candidate status until such time as at least 50% of monthly salary (negotiable) is raised or pledged after which Part-time status is granted. Hours will be specified at that time commensurate with the salary raised and/or pledged. When Full-time status is reached, flexible hours averaging 40 hours per week is required.
- **Group Insurance Benefits:** For full-time status employees, the benefits package includes Basic Benefits, LTD, extended health and Dental Care (80%). Employee will contribute 100% of LTD premium and 50% of all other premiums.

Posting Dates and Deadline:

Job posting posted on September 1, 2021. The deadline to submit application is October 31, 2021 at 11:59 pm.

Contact

For further information or questions, please contact Ben Lim at (204) 388-5408 or send email to ben@risingabove.ca

Only those selected for an interview will be contacted.