

JOB DESCRIPTION

Ministry Director

Reports To: Executive Director

Position Description

Support the mission of Rising Above by overseeing the creation and implementation of Rising Above ministries that bring healing to First Peoples.

Competencies

- Possess a strong Biblical knowledge
- Exhibits and nurtures a passion for lifelong personal spiritual development
- Demonstrates a strong commitment to Biblical marriage and family life and nurtures those relationships with love and integrity
- A strong sense of calling to come alongside and minister among Indigenous people
- A teachable spirit that exhibits a willingness to learn from and serve Indigenous people
- Exhibits discernment and sensitivity in cross cultural ministry
- Vision to see innovative and relevant ways to advance Rising Above's mission and vision as a means of advancing the Gospel
- Ability to implement a ministry plan, evaluate its on-going effectiveness and make appropriate changes as necessary
- Flexibility and adaptability
- Excellent interpersonal skills
- Strong skills in technology; computer, Microsoft Office (notably Word and Excel), virtual meetings, social media.
- Self-management of time, schedule and resources to accomplish responsibilities and maintain personal wellness

Amendments to Job Description

- Annual review of job description
- Amendments of the job description to be approved by the Executive Director

Duties and Responsibilities

70% - PROGRAM

1. Assist the Executive Director in developing and implementing a strategic action plan to accomplish the SMART goals set by the Board.
2. Provide leadership in developing program, organizational and financial plans with staff and volunteers to execute the strategic action plan.
3. Oversee Rising Above ministries, ministry staff, and ministry volunteers.
4. Evaluate programs regularly and implement appropriate changes to improve effectiveness and ministry impact.
5. Write and revise program manuals as needed to improve program implementation and effectiveness; write and maintain program policies.

6. Keep abreast of significant developments and trends related to the ministry of Rising Above.
7. Establish sound linkages with other reputable organizations to accomplish strategic ends.

10% - COMMUNICATIONS

1. Regular reports to the Executive Director: Annual Report on cumulative progress toward SMART goals; provides a report on to-date progress towards SMART goals at each of the face to face board meetings;
2. Work with the Executive Director to maintain positive relations with donors.
3. At various times, represent Rising Above to organizations, churches and the general public.

5% - FINANCIAL

1. Work with the Executive Director and others to develop strategies for generating revenue and implement those strategies.
2. Work with the staff in preparing an annual budget; operates within budget guidelines.

10% - HUMAN RESOURCES

1. Be responsible for the recruitment, interviewing, evaluating, supervising, professional development, and release of staff who report the Ministry Director.
2. Ensure that job descriptions of those reporting to the Ministry Director are developed, employment contracts are in place, regular performance evaluations are held, and that sound human resource practices are followed.
3. See that an appropriate provision for succession is in place.
4. Provide assistance in staff development and staff meetings.

5% - LEGAL

1. Jointly, with staff and the Executive Director, conduct official correspondence of the Agency.
2. Maintain operations meeting federal and provincial legislative standards such as safety, insurance, labour laws and standards, etc.

Other Duties: Perform other related work as required.

Other Responsibilities

1. Adhere to the Rising Above Covenant of Faith and Life

TERMS OF EMPLOYMENT

- Internship Period: 6 months.
- 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.
- Salary: To be determined based on Rising Above's salary grid. Employee is expected to raise sufficient funds to cover their salary through fundraising, grants, deputation and honorariums received while doing the work of Rising Above. Funds will be received on a

designated basis for the employee's salary and expenses. Employee will be provided a monthly salary amount commensurate to the funds in their deputation account.

- Period of Employment: Ongoing
- Candidacy start date: ASAP
- Place of Employment: Flexible.
- Group Insurance Benefits: For employees working 20 hours or more per week, the benefits package includes Basic Benefits, LTD, extended health and Dental Care (80%). Employee's deputation account will cover 100% of the employee and employer portions of the employee's group insurance benefits premiums.
- Government Statutory Remittances: Employee's deputation account will cover 100% of the employee and employer portions of all expenses related to the employee's employment government statutory remittances such as EI premiums and CPP contributions.
- Vacation: as per staff manual.
- A review of the employee's terms of employment and performance will be conducted annually by the Executive Director.