



Position:	Director of Operations
Classification:	Full-time
Place of Employment:	Flexible
Closing Date:	When filled
Reports To:	Executive Director

Position Summary:

- Oversee the operations of Rising Above to ensure efficiency, effective ministry, quality service, cost effective management of resources.
- Assist the Executive Director in implementation of the strategic goals and objectives of the organization.

Qualifications & 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.
- Commitment to Rising Above's vision, goals and principles.
- Ability to implement a ministry plan, evaluate its on-going effectiveness and make appropriate changes as necessary.
- Christian professional integrity.
- Excellent organizational and time management skills.
- Excellent written and verbal communication skills.
- Good 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
- Self-motivated and self-directed.
- Ability to work as a team member.

Duties and Responsibilities

45% - PROGRAM ADMINISTRATION

1. Assist the Executive Director in developing and implementing programs to advance Rising Above's mission and objectives.
2. Administrate program, organizational and financial plans under the direction of the Executive Director
3. Establish and maintain management and operational policies, procedures and standards.
4. Delegate duties to other staff and volunteers.
5. Work with Executive Director to evaluate program effectiveness.
6. Engage in ministry as opportunities arise.
7. Maintain a working knowledge of significant developments and trends related to the ministry of Rising Above.

15% - FINANCIAL

1. Work with the Executive Director and others to develop strategies for generating revenue and implement those strategies including:
2. Work with the Executive Director and the Finance Officer in preparing a budget; see that the organization operates within budget guidelines.

15% - HUMAN RESOURCES

1. Assists the Executive Director in the recruitment, interviewing, evaluation and release of all personnel, both paid staff and volunteers.
2. Assists the Executive Director in developing and updating job descriptions, completing performance evaluations, and ensuring sound human resource practices are in place.
3. See that human resource policies are updated regularly.
4. Ensures organizational and staff compliance with abuse prevention measures as per Plan to Protect™ and insurance requirements.
5. Oversees the employee group insurance benefit plan: inform new employees, deal with employee questions/concerns and periodical evaluation of the benefits.

5% - COMMUNICATIONS

1. Under the direction of the Executive Director, implement strategies to promote Rising Above's mission and programs: special events, publications, website, and mailings.

10% - LEGAL

1. Maintain operations meeting federal and provincial legislative standards such as safety, insurance, taxes, labour laws and standards etc.
2. Maintain official records and documents, and ensure compliance with federal and provincial regulations.
3. Jointly, with the Executive Director and secretary of the Board of directors, conduct official correspondence of the Agency and jointly, with designated officers, execute legal documents.

10% - GOVERNANCE SUPPORT

1. Works with Executive Director to prepare board agendas
2. Attends all board meetings.
3. Prepares supporting information for board agendas as required

4. Prepares and presents financial and operations reports to the board.

OTHER DUTIES: as assigned by Executive Director and agreed upon by staff member.

OTHER RESPONSIBILITIES

1. Adhere to Rising Above Covenant of Faith and Life

TERMS OF EMPLOYMENT

- 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 scale. Employee is expected to raise sufficient funds to cover their salary through deputation and honorariums received while doing the work of Rising Above. Employee will be provided a monthly amount commensurate to the designated funds received or pledged.
- Clergy Housing Deduction may be claimed under certain conditions, but Rising Above does not accept responsibility for the application and outcomes as determined by CRA.
- Vacation: as per staff policy.
- 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. Employees with Indigenous status may opt out of extended health and dental care.
- 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.
- A review of the employee’s terms of employment and performance will be conducted annually by the Executive Director.

Contact

Ben Lim w: (204) 388-5408 ext. 1, ben@risingabove.ca, www.risingabove.ca

Application

To apply, please email Ben Lim a resume and a cover letter.

Only those selected for an interview will be contacted.