

## **JOB DESCRIPTION**

(March 2021)

<b>POSITION:</b>	Regional Ministry Developer
<b>REGION:</b>	Manitoba to Maritimes (8 Classis)
<b>ACCOUNTABLE TO:</b>	National Director ~ Diaconal Ministries Canada
<b>STATUS:</b>	Part Time (22.5 hours ~ 3 days/per week) <i>Potential to grow position to full time</i>
<b>COMPENSATION:</b>	\$25 - \$27 per hour

### **PRIMARY RESPONSIBILITY** (including but not necessarily limited to):

*The ongoing Inspiring, Empowering and Equipping of Diaconal Coaches (DCs) and Deacons as they animate congregations to join in God's transforming work in communities across this region.*

### **KEY FOCUS AREAS**

#### **1) Diaconal Coaches** (part time regional staff)

*Based on the CRCNA form for the installation of Deacons (2016), promote a holistic understanding of the work of Deacons and train DCs to coach Deacons in their regions.*

- a) Oversee all aspects of DCs work (provide ongoing mentoring and coaching).
- b) Collaborate on workshops and local events.
- c) Oversee the organization/implementation of a yearly DC training event.
- d) Actively recruit and train new DCs.
  - i) When necessary function as a DC in regions that are underserved.

#### **2) Engaging Communities**

*Promote a holistic understanding of Community Engagement & Development among deacons and churches*

- a) Coach churches in Asset Based Community Development including the use of Community Opportunity Scans (COS)
- b) Update COS resources and develop new resources as needed (perhaps online).
- c) Work with the NewGround Coordinator to promote and develop new community engagement opportunities

#### **3) Living Stewardly**

*Promote a holistic understanding of stewardship among deacons and churches*

#### **4) Living Justly**

*Promote a holistic understanding of Justice among deacons and churches*

- a) Update DMC Justice/Mercy resources and collaboratively develop new resources and workshops as needed.
- b) Work collaboratively with justice related CRCNA organizations (e.g. The Office of Social Justice, CRC Centre for Public Dialogue, Committee for Contact with the Government, World Renew, Climate Witness Project, Indigenous Ministries, Disability Concerns).

## 5) Communication

*In cooperation with Communications Coordinator share and promote all aspects of DMC.*

- a) Develop, promote and participate in various meetings and forums (e.g. Days of Encouragement and Classis meetings)
- b) Regularly write relevant stories/blogs and/or provide story leads

## 6) Build and Maintain Networks

*Create and maintain relationships with relevant stakeholders and partners*

- a) In cooperation with the National Director, join conversations and/or initiate activities where DMC can add value (both within and outside of the CRCNA).
- b) Function as a ‘connector’ between like minded organizations.

## 7) DMC Ongoing Development, Advancement Fundraising

*Support the continued growth, promotion and development of DMC.*

- a) In cooperation with other staff develop new curriculum as needed.
- b) Assist the National Director in the ongoing development of, and implementation of, a fundraising plan.

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required:

- a) Committed to Jesus Christ and able to recognize that this position contributes to the work of building God’s Kingdom.
- b) A “people person” with strong written and verbal communication skills with experience leading meetings.
- c) Someone who loves to learn and has coaching and teaching experience.
- d) Love for, and experience with, deacons and diaconal-type ministries including Asset-Based Community Development.
- e) Well-developed computer skills. Proficient in MS Office, G-Suite and Google drives.
- f) Disciplined, self-motivated workstyle; able to manage project workflow, multitask work well with limited supervision under tight deadlines.
- g) Able to maintain a flexible schedule, which will include travel and evening work.
- h) Professional, cooperative demeanour; flexible and adaptable team player.
- i) Grant writing and fundraising experience would be very beneficial.

## EDUCATIONAL REQUIREMENTS (or equivalent experience)

- a) A Bachelor of Arts degree – preferably in a relevant field (e.g. Community Development)
- b) Five years' work experience (preferably in the not-for-profit sector)

## WORK LOCATION

- This position requires travel throughout Eastern Canada.
- Required to be available evenings and Saturdays (i.e. to lead/attend training events, deacons meetings, DMC committee meetings and DMC board meetings).
- Must live within a reasonable driving distance to the Diaconal Ministries Canada’s office, located in Burlington, Ontario, as part of the CRCNA Head Office.