



## **JOB DESCRIPTION**

(December 10, 2024)

<b>POSITION:</b>	<b>NewGround Coordinator</b>
<b>ACCOUNTABLE TO:</b>	National Director - Diaconal Ministries Canada (DMC)
<b>STATUS:</b>	Part Time (18.00 hours ~ 2.5 days/per week)
<b>COMPENSATION:</b>	Level L – \$30.70 per hour

### **PRIMARY RESPONSIBILITIES:**

*Ongoing development and administration of all aspects of Diaconal Ministries' NewGround Program. This position includes coaching, advancement, and event planning.*

### **PROGRAM OVERVIEW**

*Through its NewGround program, Diaconal Ministries Canada (DMC) partners with deacons, churches, and other community-minded organizations, offering coaching and resources, to help them break new missional ground, nurturing Spirit-led ideas that bear everlasting fruit.*

### **KEY FOCUS AREAS**

#### **1) Program Management**

*Ongoing development, administration, and enhancement of all aspects of the [NewGround program](#).*

- a) Keep track of all details of NewGround partnerships (i.e. applications, expectations, work plans, and progress reports). Much of this will be done in Keela, our Customer Relations Management software;
- b) In cooperation with the Financial Coordinator, assist in tracking and managing all financial aspects of the NewGround program;
- c) In cooperation with both the Communications Coordinator and the Development Coordinator, assist in managing all aspects of the NewGround communication and promotion plan including the annual NewGround fundraising campaign.

#### **2) Oversee all NewGround Initiatives**

*NewGround has four key activities:*

- a) Community Ministry Grants and Support
  - b) Youth Justice Project - Grants and Support
  - c) Deacon Scholarships
  - d) Community Opportunity Scans (Asset-Based Community Development)
- Promote NewGround to potential partners – assist them in the identification of new ministry opportunities.
  - Coach potential partners through the grant application process.
  - In tandem with DMC's Regional Ministry Developers, provide NewGround partners with coaching and oversight, tailored to each ministry.
  - Develop new and innovative ways to connect young people (14-19) to the deacons in their church by finding ways to address the injustices in their community.

#### **3) NewGround Committee**

*Provide staff support to the NewGround Committee (See: [Committee Mandate](#))*

- a) Maintain the NewGround Committee Google Site;
- b) Provide relevant information based on NewGround's financial status, timeline, and guidelines;
- c) Recruit and onboard committee members;
- d) Coordinate committee meetings with the committee chair person;
- e) Coordinate partner on-site visits with committee members as needed.



#### **4) Build and Maintain Networks**

*NewGround supports its partners with learning and networking opportunities*

- a) Facilitate an annual Ministry Networking Day during which DMC staff, NewGround committee members, NewGround partners (past and present), and other stakeholders come together for a time of learning and sharing;
- b) Function as a ‘connector’ between like-minded organizations.

#### **5) NewGround Development, Advancement Fundraising**

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

- a) Develop new and creative ways to improve and grow the NewGround program;
- b) Foster a network of support around NewGround partners by regularly sharing news & prayer requests with churches and other stakeholders;
- c) In cooperation with the Development Coordinator, assist in fundraising.

### **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 support the vision, mission, and values of DMC;
- b) A “people person” with strong written and verbal communication skills;
- c) Someone who loves to learn and has coaching and teaching experience;
- d) Love for, and experience with, deacons and/or diaconal type ministries;
- e) A clear understanding of Asset-Based Community Development;
- f) Well-developed computer skills. Proficient in MS Office, G-Suite and Google drives;
- g) Disciplined, self-motivated workstyle; able to work well with limited supervision;
- h) Able to maintain a flexible schedule, which includes some travel and evening work;
- i) Professional, cooperative demeanor; flexible and adaptable team player.

### **EDUCATIONAL REQUIREMENTS (or equivalent experience)**

- a) Minimum of three (3) years work experience (experience in the not-for-profit sector preferred);
- b) Certificate in “Not-for-Profit-Management” (or similar) would be an asset;
- c) Some post secondary education;
- d) Training and experience in Asset-Based Community Development;
- e) Courses/experience in writing and leading adult education material and workshops.

### **WORK LOCATION**

- This position requires some travel throughout Canada.
- Required to be available evenings and Saturdays (i.e. to lead/attend training events, deacons’ meetings, NewGround committee meetings and DMC board meetings).
- While the majority of this work can be based from a home office anywhere in Canada, living near a cluster of Christian Reformed churches would be preferred.

*This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of the work to be performed by the successful candidate. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.*