



FacetoFace Vision: That all people encounter Christ and embrace the call to be Saints

FacetoFace Mission: Challenging people to holiness by living and proclaiming the fullness of the Catholic Faith

FACETOFACE MINISTRIES EMPLOYMENT OPPORTUNITY

POSITION: Administrative Assistant

Job Purpose & Summary

FacetoFace Ministries is seeking a part time employee to further progress the vision of transforming lives by helping youth encounter Jesus Christ and embrace the call to be saints. The employee will be responsible for communications, promotions, volunteer coordination, and general administrative tasks, under the guidance of the Executive Director.

Primary Duties and Responsibilities

FacetoFace Staff Member

The Administrative Assistant will share the same vision and values to live out the FacetoFace culture.

- Participating in the ministry's office rhythms and meetings.
- Completing general administrative tasks in order to contribute in fulfilling the overall vision.
- Providing the Executive Director with appropriately timed evaluations and reports.

Communication & Promotions

The Administrative Assistant will establish and maintain good relationships with ministry supporters, external organizations, and participants through ongoing communications and event promotions.

- Emailing, phoning, texting, letter writing, using social media (Instagram, Facebook, etc).
- Sending out monthly updates.
- Improving upon and developing new systems of communication and promotion.
- Creating and executing marketing plans to advertise for upcoming events.

Volunteer Coordination

The Administrative Assistant will work with volunteers to empower them to best serve the ministry.

- Assessing healthy rhythms and areas of service for volunteers.
- Delegating tasks to volunteers and following up on completion.
- Ensuring volunteers have proper screening for their roles and areas of service.
- Assisting the FacetoFace Staff to train and empower volunteers.

Job Specifications & Qualifications

FacetoFace Ministries seeks employees who are spiritually and professionally ready to take on the excellence that FacetoFace Ministries strives to achieve. Job specifications include:

- A desire to share the gospel of Jesus Christ, and a trusting reliance on God to yield the hoped-for results. (Though it will be more indirect sharing of the gospel.)
- (Preferred) Relevant post-secondary education in communications and/or marketing.

- Experience working in communications and/or advertising.
- Excellent verbal and written communication skills.
- Technologically apt and proficient with computers.
- Ability to organize and lead people.
- Creative and Innovative.

Hours and Income

- Position is part time, around 15 hours per week.
- The successful candidate will be paid according to the Administrative salary range for FacetoFace Ministries proportionate with education and experience.

Working Conditions

- FacetoFace Ministries has a small office space in Saskatoon. The Administrative Assistant will share an office with other staff members.
- There is some flexibility for working partly at the office and partly at home.
- Consistent morning office hours are beneficial.
- Working evenings to make phone calls will be necessary occasionally.

Application Details

FacetoFace Ministries is a professional and vibrant ministry based out of Saskatoon, SK. It is beneficial if the applicant is willing to relocate if not already residing in Saskatoon. In this job you will have the unique opportunity to help grow and develop this incredible ministry alongside a fun, creative, and flexible staff team.

JOB START DATE: February 1, 2019. *This date can be negotiable.*

TO APPLY:

- **Send a cover letter and resume to Jon Courchene, Executive Director, to jon.courchene@f2f.ca or call 306-381-7789 for more information.**
- Once an application is received, we will contact you to engage in a more detailed application process.
- After receiving the detailed application, eligible candidates will be contacted for an interview.

APPLICATION DEADLINE: January 14, 2018.