

**Beulah Alliance Church**  
**Job Posting: Ministry Assistant**  
**Temporary 1yr @ 20hrs/wk in Edmonton, AB**



Beulah is a vibrant 3200+, multisite, multicultural, church located in Edmonton, Alberta. We have a heritage of innovative approaches to evangelism, discipleship and church multiplication that spans over a 100+ year history.

Are you a self-starter, who is passionate for our city and seeing others reached with the Gospel? Are you spiritually gifted with evangelism and administration? Do you find joy in building relationships and being in community?

If this sounds like you, read on!

We are looking for someone to join our team and work alongside the Community Impact and Administration Team for the Bonnie Doon Campus. This role primarily focuses on community impact, to initiate and maintain relationships between the Bonnie Doon Campus and community organizations, coordinating impact events and volunteers, as well as other evangelism activities and initiatives. This position is also responsible to help the team stay organized by providing administrative support to the ministries of Bonnie Doon Campus (BD Campus).

**In this role you will:**

**Community Impact (60%)**

- Develop an understanding of Edmonton's needs, in Bonnie Doon and surrounding neighborhoods.
- Help establish relationships with local community organizations to build outreach initiatives.
- Lead Community Impact volunteers at the BD Campus.
- Coordinate Community Impact Events in collaboration with BD Campus Pastor and Lead Team.
- Assist the campus pastor to assess, educate, advocate, resource, consult and support individuals from the congregation and community expressing social and economic difficulties.
- Assist in developing and leading evangelism activities, initiatives, trainings and events.
- Work alongside global connection and impact team to plan and execute multi-campus Impact events.

**Administrative Assistant (40%)**

- Work with Administrative Services Manager to ensure alignment in administrative support at BD Campus.
- Administrative aspects of events, and activities relating to the BD Campus and social media presence.
- Provide administrative support for leaders, correspond with volunteers as required.
- Record, transcribe and distribute minutes of team meetings.
- Gather statistics, manage, update and enter data into various databases and prepare and run reports.
- Record funds received and process according to the financial guidelines.
- Maintain files and records, and maintain resources and supplies, place orders/purchases.
- Project Management as required.
- Other assignments as mutually agreed upon.

**What you'll need to thrive in this role:**

- Committed follower of Jesus Christ who demonstrates spiritual maturity and models an authentic relationship with the Lord and aligns with Beulah's vision, values, and ways of following Jesus.
- Culture influencer with a blend of belief and action. Coachable and committed to personal growth.
- Understanding of church ministry and function. Able to work in a multi-staff setting and ability to recruit others.
- Strong written and verbal communication skills.
- Superior attention to detail and the ability to complete multiple projects in a timely manner.
- Excels at influencing and planning.
- Skilled in the use of social media and data entry programming.
- Ability to use office 365 products, and relevant project and communication tools.

**Desired Start Date:** As soon as possible. Specific date to be determined with the successful candidate.

Think you're a great fit for this job? If you believe that God may be calling you to this position please submit your resume and cover letter to [hr@beulah.ca](mailto:hr@beulah.ca). No phone calls please. We thank all applicants for their interest; however, only candidates under consideration will be contacted.