

EXECUTIVE DIRECTOR'S ASSOCIATE

LOCATION: On site office location in the beautiful town of High River, AB 15 minutes south of Okotoks, 45 minutes south of Calgary.

SALARY: \$30.00 per hour starting with an increase to \$32.00 per hour after two-month probation. Eight-month contract position based on a 37.5-hour work week with the possibility of working into a full-time staff position, July 2024. Reports directly to the Executive Director.

BENEFITS: \$1000 per year to cover prescriptions, eyeglasses, dentist fees or any other health-related requirements.

TRAVEL: Some travel is required so a reliable vehicle is essential.

ORGANIZATION & POSITION OVERVIEW: The Associate to the Executive Director plays a critical role in supporting Bridges of Love's mission for community emergency preparedness, training, and recovery efforts. Bridges of Love, a faith-based Christian ministry, celebrates 20 years of service initiating the Faith Emergency Preparedness Initiative (FEPI), and Community Emergency Response Team (CERT) training. We are seeking a dedicated individual to join our ministry as **Executive Director's Associate**, aligned with Bridges of Love's mission and Christian values, and appreciates a challenge! Bridges of Love's project, "*The Power of Civil Society, moving at the Speed of Trust*" promotes community resilience empowering community members, who are often first in line to offer a hand up, who provide immediate disaster assistance, bridging the critical gap between the time of disaster and the arrival of emergency services. This project ends June 30, 2024, with funding secured.

Over the next eight months, Bridges of Love Ministry will be completing the requirements for the Civil Society Fund outcomes and will be seeking other funding opportunities to carry on this important work in the community. This position takes passion, maturity, determination, specialized skills & knowledge in the charitable sector, and a sincere desire to see Bridges of Love maintain its current focus and mandate, contributing to the overall mission of the organization.

Responsibilities:

1. Administrative Support

- Provide administrative support to the Executive Director, assisting in preparing reports, presentations, and documents related to emergency preparedness and training initiatives aligned with the spiritual foundation.

2. Community Engagement

- Act as a liaison between the organization and the Christian community and leaders, fostering partnerships and collaborations.
- Promote the relevance and value for Christian values in disaster response and recover efforts within the community.

3. Training and Education

- Assist in the planning and delivery of community emergency training programs emphasizing the importance of disaster preparedness and the Christian perspective for helping others in times of need.
- Maintain and update educational materials and resources related to emergency preparedness.

4. Volunteer Recruitment and Coordination

- Recruit and coordinate volunteers who support community emergency preparedness and response efforts.

5. Event Planning

- Assist in planning and executing community events, workshops, and exercises.
- Promote these events to community members to encourage participation.

6. Public Relations

- Develop and implement public relations strategies to enhance the organization's visibility and promote its mission.
- Establish and maintain relationships with key stakeholders, including media outlets, community leaders, churches, and partner organizations.

7. Social Media, Communications, and Marketing

- Oversee the organization's communication channels, including website administration (WIX), social media platforms, and email campaigns.
- Monitor Social Media channels, respond to inquiries, and engage with stakeholders.
- Assist in creating promotional materials such as brochures, flyers, and advertisements.

8. Fund-raising

- Assist with fund-raising activities, locate appropriate grant opportunities, and build trusting relations with donors.

QUALIFICATIONS:

- A deep commitment to Christian values and principles, with a passion for serving others.
- Proven experience in administrative support roles, preferably in a not-for-profit or charitable organization.
- Familiarity or interest with emergency preparedness, practices, and training methodologies.
- Excellent written and verbal communication skills, including the ability to draft professional documents and correspondence.
- Experience in volunteer management and event planning is beneficial.
- High Proficient in office productivity software (e.g., Microsoft 365, WIX).
- Demonstrate ability to work independently, or as a team, and exercise sound judgement.
- Proficiency in social media management, content creation, and analytics tools.
- Knowledge in public relations, marketing and communication strategies and practices.
- Strong interpersonal skills, and the ability to work collaboratively with diverse teams.
- Honest, hard working, dependable, Godly ambition, and meek!!
- Bachelor's Degree/Christian College in a related field is preferred but not mandatory.

This position offers a unique opportunity to make a meaningful impact on community safety assuring a SAFE "Neighbours helping Neighbours" and "Churches helping Neighbours" response. **We have a task to finish, a race to run, and a job to do! Are you the one we have been praying for?**

TO APPLY FOR THIS POSITION, PLEASE:



- Check out www.bridgesoflove.net to gain a better understanding of mission, culture, and current project.
- Submit **Resume/CV** reflecting most recent experience, skills, and qualifications tailored to match the requirements for this position.
- Submit a **Cover Letter** to introduce yourself and explain how your qualifications/faith commitment are a fit with this position.
- **EMAIL:** Marg Pollon, Executive Director margpollon@bridgesoflove.net. The position is open for employment immediately. Bridges of Love appreciates and thanks all applicants for your interest in applying for this position.