

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: \$28.00 per hour starting with an increase to \$30.00 per hour after three-month probation. One year contract position based on a 37-hour work week with the possibility of working into a full-time staff position in June 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 may be required so a reliable vehicle is necessary. Any travel expenses will be compensated (fuel, mileage @ 0.60/km).

ORGANIZATION & POSITION OVERVIEW: Bridges of Love, a faith-based Christian ministry, is celebrating 20 years of service through our programs; the Faith Emergency Preparedness Initiative (FEPI), and Community Emergency Response Team (CERT) training. We are seeking a dedicated and passionate individual to join our ministry as **Executive Director's Associate**, who is aligned with Bridges of Love's mission and Christian values. Bridges of Love's project, "*The Power of Civil Society, moving at the Speed of Trust*" promotes community resilience empowering community members who are first in line to offer a hand up, providing immediate disaster assistance, to bridge the critical gap between the time of disaster and the arrival of emergency services.

Over the next ten months, the Executive's Director's Associate, as part of the succession plan, will have the opportunity to candidate for the Executive Director's position. With that role in mind, we are looking for passion, maturity, 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:

- Prepare and distribute correspondence, reports, and assist with presentations.
- Support the planning and execution of conferences, training, and special events.

2. 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.

3. Social Media, Communication, Marketing:

- Oversee the organization's communication channels, including website administration (WIX), social media platforms, and email campaigns to enhance the ministries presence.
- Create engaging and relevant content for various social media platforms.
- Monitor social media channels, respond to inquiries, and engage with the stakeholders.
- Assist in creating promotional materials, such as brochures, flyers, and advertisements.
- Create engaging content that aligns with the organization's mission and values.
- Assist in organizing and coordinating events, conferences, and other promotional activities.

4. Fundraising:

- Support the Executive Director in planning and implementing fundraising initiatives. identifying potential donors, sponsors, and funding opportunities.

5. Emergency Training:

- Assist in coordinating & planning community emergency response team training events.

6. Alberta Recovers & Crosswalk:

- Assist with Bridges of Love's new on-line donation management platforms, "Alberta Recovers & Crosswalk."

Qualifications:

- A deep commitment to Christian values and principles, with a passion for serving others.
- Proven experience in administrative support roles, preferably in a nonprofit or charitable organization.
- Familiarity with emergency preparedness principles, practices, and training methodologies.
- Strong organizational skills with the ability to prioritize and multitask effectively.
- Excellent written and verbal communication skills, including the ability to draft professional documents and correspondence.
- High Proficiency in office productivity software (e.g., Microsoft Office suite, WIX).
- Demonstrated ability to work independently, exercise sound judgment, and maintain confidentiality.
- Flexibility to adapt to changing priorities and willingness to take on additional responsibilities as needed.
- Proficiency in social media management, content creation, and analytics tools.
- Knowledge of public relations, marketing, and communication strategies and practices.
- Strong interpersonal skills and the ability to work collaboratively with diverse teams.
- Passion for the organization's mission and commitment to making a positive impact.
- Bachelor's Degree/Christian College in a related field is preferred but not mandatory.

TO APPLY FOR THIS POSITION, PLEASE:



- Check out our website, www.bridgesoflove.net to gain a better understanding of our 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, founding Executive Director margpollon@bridgesoflove.net. The position is open for employment starting August 21, 2023, but this date has some flexibility.

Bridges of Love appreciates and thanks all applicants for your interest in applying for this position.