

CHILD EVANGELISM FELLOWSHIP OF MANITOBA

CLUB MINISTRY DIRECTOR – JOB DESCRIPTION

JOB TITLE:	ASST. PROVINCIAL DIRECTOR	REPORTS TO:	PROVINCIAL DIRECTOR & BOARD
RESPONSIBILITY	PROVINCE OF MANITOBA		
LOCATION:	179 Henderson Highway Winnipeg, MB R2L 1L5	TRAVEL REQUIRED:	Travel is Required
Level/Salary Range:	To be negotiated	Position Type:	FULL-TIME
HR Contact	THE BOARD CHAIR		

Job Description

Job Purpose:

To lead and develop Child Evangelism Fellowship of Manitoba ministry in the Province of Manitoba and to assist the Provincial Director in the fulfillment of this same Job purpose

Summary of Responsibilities:

- Responsible under the Board to act as the Chief Executive Officer of Child Evangelism Fellowship of Manitoba, under the direction and authority of the Board keeping within the by-laws, policies and vision statement. He/She develops ministry plans, raises the visibility of CEF Manitoba and oversees the raising of funds needed through donations and partnerships to sustain the programs of CEF Manitoba

Responsibilities:

- Promotion, marketing and networking: Promotes public awareness of all CEF ministries at exhibits, public meetings, denominational conferences, Mission-fest and Churches.
- Develop partnerships with Churches and mission organizations with similar goals of reaching children
- Fundraising: Develops and executes strategies to expand the donor demographics of CEF Manitoba
- Plans and administers promotional banquets in many locations of the Province
- Recruitment, Training and Development of staff and many volunteers: Responsible for the recruitment, selection and development of field and office staff

- Promotes the ministry of CEF Manitoba for the purposes of recruitment of staff, summer missionaries and volunteers
- Develops and implements a leadership program for staff and volunteers
- Responsible for the day to day operations of CEF Manitoba: Develop ministry plans and budget for board approval
- Oversees the financial accounting activities and control system for good management and compliance
- Keeps board informed on all essential matters of operation for sound policy decisions
- Complete and file all Federal and Provincial documents on time
- Co-ordinates, participates, reports and attends all Board meetings and the annual general meeting
- Publication and promotional materials: responsible for all communication strategy of CEF MB
- Required to take 3 months of Leadership Training Institute
- Should be prepared to conduct and/or assist in teacher training classes, seminars, children's rallies and other tasks as required
- Recruits and supervises provincial staff
- Responsible to ensure that the quality and content of all communications are consistent with the mission, vision and values of CEF MB
- National Representation: represents CEF Manitoba and the National Board and participate in National and International Conferences
- Work very closely with the National Director and National Office
- Selection of Discovery Time curriculum
- Co-ordinate Church and volunteer training sessions
- Other Duties: Perform other duties as directed by the Provincial Director and CEF Manitoba Board

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Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time	
Received by Employee		Date:	

