



Job Description – Director of Administration and Ministry Support

1. Coordinate and Implement all systems and functions related to the efficient operation of the ECCC Office including:
 - a. telecom services
 - b. internet services including web oversight and content management (www.canadacovenantchurch.org)
 - c. postal and courier services
 - d. filing and document storage
 - e. CBC related administration including transcripts
 - f. constituency communication
 - g. financial receipting
 - h. financial coding
 - i. liaison between bookkeeper and Financial Officer
 - j. attend annual gathering of administrative personnel hosted by Dept. of Ordered Ministry

2. Provide Coordination and/or Support for all ECCC events including:
 - a. ECCC Annual Conference
 - b. Youth/Student Events
 - c. Pastor/Spouse Retreat
 - d. Alive (50+)
 - e. Leadership Retreat

3. Lead, Develop and Support Ministries of Compassion/Mercy and Justice (CMJ) including:
 - a. attend ECC CMJ meetings
 - b. attend CMJ Connection
 - c. support and coordination for Corrections Services Canada contract
 - d. increased involvement with Evangelical Fellowship of Canada ministries related to CMJ (Poverty Roundtable etc)
 - e. support service for Advocacy for Victims of Abuse
 - f. support for Kernels of Hope
 - g. support for the Eben-Ezer Clinic

4. Provide written, video, telecom and on-site (up to 4 congregations per year) consultation with ECCC congregations and ministries re: administrative systems including Canadian Revenue Agency standards, and best practices as recommended by Canadian Council of Christian Charities.
5. Provide on-site (up to 6 congregations per year) communication and consultation with local ECCC congregation; preaching/teaching and or consultation/reporting.
6. Research, develop and/or reprint existing Best Practices for ECCC ministries related to short-term mission, financial and administrative practices.

Primary Accountabilities:

1. Direct report to ECCC President
2. Direct communication with ECCC Leadership Board
3. Consultation and collaboration with other ECCC staff

Educational/Proficiency Requirements:

1. Master's Level Theological Education
2. Business/Management Training or Proficiencies
3. Above average computer skills - Proficiency with Microsoft Office Suite. Desired proficiency in GiftWorks and QuickBooks.
4. Ability to understand financial statements and work with ECCC Financial Officer and ECCC Treasurer

Search Process:

1. Job Description published and distributed March 30 – April 14.
2. Phone Interview April 15-20.
3. On –Site Interview with ECCC Leadership – April 29.
4. Introduction at various events during ECCC Annual Conference, April 29-May2.

Application Process:

Please send cover letter including 3 references along with completed Covenant Ministers Profile form (available at www.covchurch.org) to:

Jeff Anderson, Superintendent – ccc1@mts.net

Hard copy may be sent to:

ECCC
Attn: Jeff Anderson
PO Box 34025
RPO Fort Richmond
Winnipeg, MB R3T 4B2

Closing Date for all Applications: April 14, 2010