



PART-TIME PROGRAM COORDINATOR (16 MONTH CONTRACT—January 1 2021 to May 1 2022)

Canadian Baptist Women of Ontario & Quebec (CBWOQ) supports women in making an impact here and around the world. We facilitate authentic experience with God and intimate connection with mission. We offer:

- A collaborative work environment
- Very flexible hours
- Opportunity to make a personal ministry impact

Responsibilities:

Approximately 15 hours per week at \$20 per hour (less needed July-August, more February to May, and September-November)

Reports to Executive Director

Program and Event Management:

- Plan, execute and facilitate annual spring conference including content, scheduling, programming, liaising with guest speakers/facilitators, registration and logistics (or online conference via zoom depending on social restrictions)
- Coordinate and facilitate online events using zoom meetings and webinars in partnership with Executive Director and Communications Director
- In partnership with Communications Director, continue the roll-out of Anti-Racism efforts and program plan

General Administration:

- Clerical (process incoming mail and large outgoing mailings, manage general email, materials)
- Financial (process deposits, invoices, donations both online and via mail, annual audit prep and treasurer support)
- Computer (database maintenance, web conferencing, social media content creation for Instagram in consultation with Communications Director)

Requirements:

- Commitment to personal Christian spiritual life, and life consistent with the core values of CBWOQ
- Excellent computer skills (MS office on Mac, good understanding of Zoom platform—meetings and webinar, Outlook) able to troubleshoot
- Experience in large-scale event planning and execution
- Able to effectively engage with women of all ages and backgrounds
- Efficient, accurate, and organized with administrative and financial tasks

Please forward resumes to Diane McBeth at dmcbeth@baptist.ca