



9908-106 Ave
Edmonton, AB T5J 2L8
T. 780.422.2018
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Job Title : Calgary Community Relations/ Engagement
Based at : Hope Mission Calgary (4869 Hubalta Rd SE, Calgary)
Reports to : Preventative Programs Manager
40 hours/week, shifts to be confirmed
Hours of work : Must be available to work evenings and
Start date : Immediate
Status : Full Time

OUR MISSION

To serve, strengthen and uplift men, women, youth and children through the life-changing gospel of Jesus Christ

Job Summary:

This role is the primary point of contact between Hope Mission's Calgary Programs (children, youth, and family ministry) and various external stakeholders. This individual will support our vision and ministry at Hope Mission Calgary and Camp Hope.

Key Attributes

- Passion for supporting vulnerable children, youth, and families. Understanding of root causes of addiction and homelessness.
- Communication: Have excellent communication and organization skills.
- Teamwork, Collaboration, Relational: Work alongside the outreach team at the Hope mission Calgary Centre and with the various departments of Hope Mission.
- Creativity: Brainstorm creative approaches to engaging with churches and Hope Mission stakeholders. Have a sense of humour.
- Faithful, Available, and Teachable: Serve with faithfulness and excellence. Be consistent in work and willing to grow in character and skill. Be willing and ready to serve, strengthen, and uplift people in the name of Jesus Christ.
- Enthusiastic personality and a people person.

Major Duties and Responsibilities:

- Develop and strengthen Hope Mission's relationship with donors to invite people into a greater awareness of our work and into action on behalf of our cause. This includes phone calls, emails, and representing Hope Mission at various events.
- Be available and willing to give tours to local groups and donors and share about the work in Hope Mission Calgary.
- Support Hope Mission Calgary by sharing stories through social media and other outlets.
- Visit local church partners and tell the Hope Mission story through a presentation format (must be comfortable with large speaking engagements)
- Connect with local business/organizations through partnerships.



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- Search for and apply for grants for Hope Mission. Complete all reporting requirements for grants received.
- Support with organizing Family events at the HUB, including family dinners
- Answer the phone at Hope Mission Calgary to connect with members of the community.
- Build strong relationships internally within Hope Mission to gather stories that can be shared through various channels including fundraising appeals and social media.
- Connecting with schools and other stakeholders to share Hope Mission's story and build deeper relationships.
- Attend volunteer recruitment events to recruit volunteers for school lunch preparation, children and youth programs alongside volunteer coordinator
- Support with fundraiser drives.

Minimum Qualifications and Skills:

- Ministry Experience: Relevant experience in public speaking, church engagement, and story telling.
- Administrative Experience: Experience with Office Programs (Word, Excel, PowerPoint, Media). Understanding of privacy and confidentiality.
- Self-Starter, Multi-tasking, Flexible: Able to manage competing priorities, activities, events, and situations. Works well under pressure and requires minimal supervision. Works with a high level of autonomy.
- Recommended Education: Completion of a bachelor's degree in a related field (communications, Bible College, etc.)

Other Requirements:

- Class 5 drivers license
- Being a Christian Organization we require our employees to be in agreement and sign the Hope Mission Statement of Faith.
- Must be legally entitled to work in Canada on a full-time basis.
- Able to provide Criminal Record Check and Vulnerable Sector Search
- A letter of reference from a ministry or church is an asset
- Adherence Hope Mission's Policies and Procedures.

To Apply, please send:

1. Resume,
2. Cover letter stating why you would like to work in a Christian, faith-based organization and why you would be a good candidate to at-risk children and youth in a camp setting.

TO: Hope Mission Human Resources: hr@hopemission.com

We thank all applicants for their interest; however only those candidates selected for an interview will be contacted.