

## INNOVATE Program Coordinator

**Ministry Mandate:** To provide administrative and logistical support to the various aspects of INNOVATE under the direction of the Mission Minister (MM)

**Appointment:** By the Mission Minister, MCEC

**Time:** An average of 8-10 hours per week

### Responsibilities:

- Assist with planning for and coordinating learning communities, retreats, webinars and workshops including booking of travel arrangements, venue, catering services, ensuring presence of proper supplies at any gathering, registration of participants, and any other details as assigned by the MM;
- Provide or arrange onsite and web support for all INNOVATE events;
- Coordinate meetings of the various parties involved in INNOVATE as directed by the MM;
- Initiate and facilitate communication with and between congregations or leaders who are part of INNOVATE;
- Work with required partners in developing and maintaining a digital presence for INNOVATE (website: [www.innovatebethechange.ca](http://www.innovatebethechange.ca) , social media, etc.);
- Monitor inventory of INNOVATE related books and re-order as required;
- Any other administrative duties as requested by the MM in support of INNOVATE;
- Provide regular written reports of hours and services provided to MCEC. A review of hours worked will take place after six months to insure that compensation is appropriate.

### Qualifications:

- preference given to candidates who have experience with the INNOVATE network
- a member of a church
- knowledge of Anabaptist theology an asset
- familiarity/comfort with interacting with people who come from different Christian theological traditions
- ability and experience working with a diverse range of people

- Ability to communicate clearly in written and oral forms in english, knowledge of other languages is an asset
- organizational/communications skills and experience

### **Accountability & Contract Terms**

Final accountability of INNOVATE Program Coordinator is to the Mission Minister

The INNOVATE Program Coordinator is expected to abide by:

- Guidelines for Ethics in Ministry (*A Mennonite Polity for Ministerial Leadership*, Section V, p. 106)
- MCEC's *Safe Spaces Covenant*
- MCEC's Confidentiality guidelines

This position is a contract position which will be reviewed annually with the plan to renew for subsequent years.

Please send your resume to Brent Charette - [bcharette@mcec.ca](mailto:bcharette@mcec.ca)

Application closing date – March 5, 2020