



PROJECT MANAGER

The Billy Graham Evangelistic Association is well known for the powerful evangelism and outreach ministry of our founder, Billy Graham. His mission is our mission: "Proclaiming the Gospel of the Lord Jesus Christ to all we can by every effective means available to us, and equipping others to do the same."

The Billy Graham Evangelistic Association of Canada (BGEAC) is seeking a Project Manager for their Celebration of Hope Event in London, Ontario. Reporting to the Celebration Ministry Director, the Project Manager will be responsible to manage and carryout various aspects of the Celebration of Hope Event with Will Graham and in support of the overall organizational mission by managing the administrative, training, planning, implementation and organizational aspects of the events to ensure their success. Additionally, this role works closely with City Directors, local volunteer committees. As an integral member of the Billy Graham Ministry department, this role will help BGEA carry out its mission and objectives through participation in daily prayer ministry. The successful candidate will fulfill a full time, one year contract position in the Calgary head office; a telecommuting work arrangement for applicants based in London, Ontario may be considered.

Key Responsibilities:

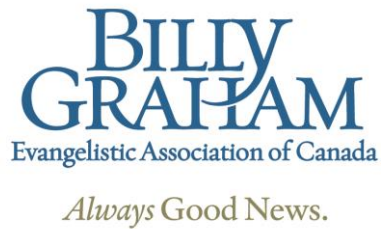
- Responsible to oversee assigned projects and outreach initiatives effectively and in alignment with the organizational mission; helps to develop, implement, and oversee committees and working teams as needed
- Manages event personnel, secures location and oversees other arrangements necessary to facilitate and prepare for assigned BGEAC events and programs (including Children's and Family events)
- Identifies, recruits, equips, manages, and develops ministry volunteers to support the BGEAC ministry in London, Ontario
- Willing to participate as required in events related to the BGEAC National Initiatives team (i.e. Evangelism Congress)
- Liaises with and mobilizes the Christian Community to build awareness and organize support for the BGEAC and its events
- Determines and implements all logistical needs, with the assistance of the ministry team, for meetings, seminars, and training sessions to facilitate, promote and equip the ministry of the BGEAC
- Ensures that new and existing record keeping systems are accurately maintained and that sensitive information is handled with confidentiality and according to BGEA rules and practices
- Works in collaboration with the Donor Ministry department to further engage donors and raise awareness of BGEAC ministry objectives

Qualifications:

- Qualified applicants should be committed to Christian values and precepts and be in agreement with the BGEAC's Statement of Faith
- Bachelor's degree in a related program is strongly preferred
- Outgoing personality and ability to communicate effectively with church leaders and ministry partners
- A passion for evangelism and the ability to share this passion
- Strong organizational, problem solving, and self-direction skills
- Disciplined self-starter; able to work independently and stay motivated and organized to carry out multiple projects to completion with little supervision
- Thorough understanding of the local church and its dynamics, including but not limited to structure, operation, administration, and culture

Note: Staff must be in agreement with the Billy Graham Evangelistic Association's Statement of Faith and be committed to Biblical values, precepts and conduct. We thank all applicants for their interest; however, only qualified candidates will be contacted for an interview.

No phone calls please.



- Desire and ability to carry out tasks and responsibilities of leadership
- Regular domestic travel may be required based on operational needs, for applicants based in Calgary

Contact Information:

To respond to this opportunity, please forward your resume together with a cover letter [detailing your passion for Christian ministry employment](#) to:

Attention: Human Resources
20 Hopewell Way NE, Calgary, AB T3J 5H5
Email: employment@bgea.ca

Application Deadline: Open until a suitable candidate is selected.

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