**Vice President of Ministry**

**Job Description**

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| ***SUMMARY:*** *The Vice President of Ministry works at the direction of the CEO and is responsible for directing all ministry operations and staff, providing leadership and managing the program to maintain consistency and positive outcomes.*  |

**GENERAL RESPONSIBILITIES**

**Essential Duties**

• Manages and directs the ministry operations of Choose Life Ministry Incorporated within the confines of the approved yearly budget.

 • Implements general policies, and procedures as established by the Board of Directors.

• Directs staff and volunteers, within the ongoing operations and/development of the ministry and within the scope of Choose Life Ministry Incorporated’s mission and vision.

• Trains and works with Direct Contact Staff to ensure consistent program delivery.

• Creates / Implements systems & procedures to keep the ministry current and compliant with respect to Federal, Provincial and local government regulations and guidelines.

• Oversees the operation, management and staffing of ministry booths at all appropriate Ministry sponsored events.

• Assists Direct Contact Staff with purchasing of supplies for the ministry home and facility operations.

• Recruits and co-ordinates volunteers to help operate all aspects of the ministry.

• Works in conjunction with the bookkeeper to compile reports as needed and delivers to the CEO and the Board of Directors.

• Conducts regular performance reviews with Ministry Staff.

* Promotes the ministry through various means such as phone calls, speaking engagements, correspondence, etc.

**Other Duties**

 • Assists in all facets of operations when necessary.

• Assists Direct Contact Staff with special projects associated with the delivery of the ministry program.

**Knowledge/Skills/Ability**:

• Ability to lead effectively in a demanding, client-oriented, ministry environment.

• Demonstrates ability to be self-motivated and take initiative.

• Exhibits excellent human resource skills.

• Good organizational skills, and time management.

 • Outstanding interpersonal and communication skills.

• Ability to work a flexible schedule, including some nights and/or weekends

 • Strong work ethic.

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| *The above information on this description has been designed to indicate the general nature and level of work performed by an employee in this classification. It is not to be interpreted as a comprehensive inventory, or all duties, responsibilities, and qualifications of employees assigned to this job. Management has the right to add to, revise, or delete information in this description at any time.*  |