



## Executive Director - Job Description

**SUMMARY:** *The Executive Director manages all aspects of Choose Life Ministry Inc. as directed by the Board of Directors. Overseeing the Homestead of Hope and Second Chance Thrift Stores including Directors of Ministry, Activity, Staff, and Food Services as well as the Director of Business Operations and Finance. Directing Choose Life Ministry ensuring the integrity of the ministry is met and consistent and positive outcomes are achieved.*

### MINISTRY OVERVIEW:

Choose Life Ministry is a small 6-month, biblically-based, residential program for women aged 18-29 who are seeking freedom from life-controlling issues; located in a rural setting in Southeastern Saskatchewan. At Choose Life Ministry everything we do revolves around our faith in God and the message of the gospel of Jesus Christ. We expect the highest level of integrity in our staff operating in the values of love, trust, excellence, accountability and freedom.

### ESSENTIAL DUTIES:

- Develops and implements general policies and procedures as established by the Board of Directors.
- Directs staff and volunteers in the ongoing operations and development of the activity within the scope of Choose Life Ministry's mission and vision.
- Has a good understanding and knowledge of all policies and procedures of Choose Life Ministry.
- Manages the financial operations of Choose Life Ministry and develops the yearly budget in collaboration with the Board of Directors and Director of Finance.
- Collaborates with the management team to aid in facilitating and ensuring that development objectives are met, carrying out specific development activities and participating in annual events.
- Oversees the operation, management, and staffing of Choose Life Ministry.
- Capable of making all-encompassing decisions, focusing on big picture items.
- Promotes and engages in speaking arrangements for the growth and support required for Choose Life Ministry.
- Directs and assists in all facets of operations when necessary.
- Prepares an annual report and continuing vision plan to the Board of Directors.
- Reports to the Board of Directors regularly on the operations of the Ministry.
- Works in conjunction with the Auditor for the preparation of the annual financial statements.
- Responsible for the preparation and submission of all government reports, including non-profit corporation returns, annual charity return, grant reports, etc.
- Collaborates with the President of Choose Life to prepare for board meetings.

### GENERAL DUTIES:

- Interacts with residents, creating good rapport and relationships.
- Attend and report at Board of Directors meetings.
- Conduct regular staff meetings and implement policies and procedures
- Conduct yearly staff evaluations
- Other related duties as required.

### QUALIFICATIONS:

- A growing and relevant relationship with God evidenced through frequent time in the word and prayer.
- A passion to see God's kingdom manifest itself in the surrounding community through the local church.
- A desire and the ability to recruit and equip staff.
- A teachable spirit.
- A servant's heart with the ability to execute the ministry's vision successfully.
- Ability to lead effectively in a demanding, client-oriented, ministry environment.
- Outstanding interpersonal and communication skills, both verbally and in writing.
- Works well with others possessing strong collaboration skills.
- Demonstrates ability to be self-motivated and take initiative.
- Exhibits excellent human resource skills.
- Excellent organizational and time management skills.
- Strong work ethic and positive team attitude.
- A demonstrated commitment to teamwork.
- Ability to work a flexible schedule, including some nights and/or weekends and being available for on-call.

#### **PRE-EMPLOYMENT REQUIREMENTS:**

- Satisfactory Criminal Record Check.
- Previous work experience in a similar setting, and/or a Bachelor's Degree in a ministry-related field is preferred.
- Valid class 5 Driver's License.
- Leadership Training.
- First Aid certificate.
- ASIST, Non-Violent Intervention, and/or Crisis Prevention Intervention certificate
- As per a ministry program component, completion of the Freedom Session discipleship course.
- Successful applicant must provide proof of qualifications.

#### **SALARY & BENEFITS:**

Salary and benefits are negotiable based on qualifications and experience.

#### **FURTHER INFORMATION CONTACT:**

Shelley Boyes, Executive Director

Phone: (306) 485-7590

Email: slboyes@sasktel.net

#### **APPLICATION PROCEDURE:**

Eligible candidates may apply via:

Website: [www.chooselifeministry.ca](http://www.chooselifeministry.ca)

Email: slboyes@sasktel.net.

Fax: (306) 925-4808

*The above information has been designed to indicate the general nature and level of work performed by an employee in this position. It is not to be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications that may be expected of the Executive Director. The Board of Directors and CEO have the right to add, revise, or delete information in this description at any time.*

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