

**Adult & Teen Challenge of Central Canada (ATCCC) Job Description:**

*Community Ministry Manager - Winnipeg, MB*

**Date of Job Description:** 2020-07-15

**Primary Purpose:** Serving the ministry of ATCCC through outreach and non-residential programming. This position is responsible for professionally representing ATCCC in Winnipeg Manitoba as a leader and a Minister.

**Classification:** MANAGER

**Description:** The position consists of planning, coordinating, administrating and executing recovery and discipleship programs, fundraising and awareness for ATCCC Ministries. Other responsibilities include, special event planning, church/school/outreach presentations in their community/jurisdiction.

**Responsibilities:**

1. Leading and organizing community support groups (ie., Concerned Persons, Life Line, Boundaries) and Providing support to all other facilitators and groups as required
2. Support for ministry event planning, organization and communication
3. Speaking at church, school, or special event outreaches as needed or requested
4. Awareness and promotion of service - building relationships with local ministries, churches, schools and organizations
5. Develop local ministry growth, administration, planning and communication
6. Build up and further local school and youth awareness/prevention presentations
7. Support Super Thrift Store (STS) management in any areas of ministry/ Christian discipleship as needed for the community
8. Network building for referrals such as mental health, employment, shelters, detox bed, youth services. Communicating "the whole package" effectively.
9. Serve the SURGE/SLP/Re-Entry students & provide accountability & support. Supporting and communicating with the program(s) department directors.
10. Serve the ATCCC after care ministries by provide accountability, support and management as needed. Responsible to ensure that the ATCCC DNA is realized and carried out.

11. Plan Monthly ATCCC "Recovery Chapels"
12. Follow Daily/Monthly/Quarterly reporting guidelines and communicate effectively with Operations Director, and other department directors as required.
13. Ensure budgetary goals protocols are followed and honoured.
14. Work closely with Probation Services to help persons who need to fulfill CSW hours are afforded an opportunity to earn hours at ATCCC
15. Compile and communicate reports encompassing all primary responsibilities using developed systems created by ATCCC Ministries.

**Key Factors:**

1. Must be able to self-manage time well. Must be flexible with hours/days worked as needs arise.
2. Must be willing to participate in leadership training as requested
3. Must be a team player.

**Budgetary:** To participate, promote and support fundraising for the ministry of ATCCC.

**Collaboration:** They are responsible for communicating with the Operations Director on hours worked, tasks, or needs that arise. Communicate with other departments about details, ministry and outreach dynamics.

**Decision Making:** Is able to communicate and report suggested changes with the appropriate director for approval.

**Qualifications:**

1. The ideal candidate must abide under confidentiality and integrity, respecting all personal and professional matters they may be exposed to. Following the directions in Matthew 18:15-18 should concern arise.
2. Working knowledge of computers, Apple software, Google applications & the ability to multi task are essential.
  - a. Numbers, Pages, Keynote, Mac mail, or approved third party mail client.
  - b. Google calendar & sheets
3. Must have strong organizational and administrative skills. Minimum Grade 12 required - Post Secondary education an asset.
4. Must be self motivated and able to self-manage time well.



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5. Can set priority's and finish task in a timely matter.
6. Must have a valid MB driver's License.
7. Must be Humble, Hungry and Smart.

**Work Environment:** Primarily in Winnipeg, MB shared office space.