

JOB DESCRIPTION

Job Title: Special Projects Coordinator
Location: Abbotsford, BC, Colorado, CO, or St. Catharines, ON
Reports to: Interim Director of Operations
Salary: \$48,000 - \$58,000 CAD
Position: Full-Time Permanent – 40 hrs/week

About Us:

At The Great Commission Foundation, our ministry comprises a team of skilled professionals with pastoral, administrative, and accounting expertise, dedicated to serving other ministries in fulfilling the Great Commission of Jesus Christ. We simplify ministry and mission by providing donor, administrative, accounting, compliance, and donations management expertise for over 800 ministry agents and partners worldwide.

About Role:

The Special Projects Coordinator supports the development of project scope, coordination of timelines, execution of the project elements, stakeholder updates and communication updates through the execution of each project. This individual is key to the successful execution of projects and will be detail-oriented, organized, and love to make things happen!

Main Responsibilities:

- At the direction of the Director of Operations, this person will document the scope, deadlines, workback plans, stakeholders, and milestones of each project.
- Ensure appropriate stakeholders are updated on the status of the project and submit required documentation and reporting as needed.
- Track progress of projects ensuring each party has what they need so deadlines will be met.
- Follow up on or escalate overdue tasks as needed.
- Perform data handling tasks including importing, exporting, editing, and managing data.
- Assist in customizing and configuring applications (set-up) to align with project scope.
- Perform project related research (i.e. application requirements, APIs, integrations, pricing, etc.)
- Prepare presentations and draft emails on behalf of the Director of Operations.
- Organize affiliated meetings, prepare agendas and meeting minutes.
- Ensure all documentation is categorized and filed appropriately.
- Manage resource procurement (i.e. obtaining quotes on items).
- Other duties as required.

Skills:

- Exceptional administrative and organizational skills with a strong attention to detail.
- Strong written and verbal communication skills.

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- Strong research skills.
- High proficiency in a project management platform such as Asana, Monday.com, or Trello.
- High proficiency in MS Office, especially Excel and Word, and the ability to learn new programs quickly.

Competencies:

- Possess professional and spiritual maturity, sensitivity with different cultures, and impeccable integrity that exemplify the Ministry's values.
- Ability to work independently and adapt to constant change.
- Excellent relational skills with a professional approach to relationships.
- Comfortable with a multi-location, in-person and virtual, working environment.

Requirements:

- Fully aligned with the mission and ministry strategy of The Great Commission Foundation.
- Minimum of two years or experience in a similar role.
- Post-secondary education in a related field is an asset.
- Experience coordinating projects.
- Experience with data handling tasks including importing, exporting, editing, and managing data using tools such as Excel, CSV, databases, or data management systems.
- Experience customizing and configuring applications to align with project scope.
- Familiarity with API-based automation tools such as Zapier to integrate and streamline workflows between applications.

How to Apply:

Qualified candidates are invited to submit a PDF of their resume and cover letter to hr@thegc.org. Please include "Special Projects Coordinator" in the subject line. Applications will be reviewed on a rolling basis until approximately May 20, 2025. Only selected candidates will be contacted for an interview.