



Association d'Églises  
Baptistes Évangéliques  
au Québec



## 10:02 Initiative Project and Communications Manager

### EMPLOYER

Association d'Églises baptistes évangéliques au Québec (AEBEQ), and its initiative Mission Quebec (MQ)

### AS OF

November 1, 2024

### SCHEDULE

Part-time - approx. 20 hours/week

### SALARY

To be discussed - AEBEQ salary scale

**AEBEQ** is an association of over 80 churches in Quebec. Its mission is to mobilize our collective strengths to enable as many people as possible to experience the power of the Gospel, to grow in the Christian faith through intergenerational communities that are welcoming and connected to their environment, and to combine our resources to stimulate growth, train leaders and plant new churches.

**Mission Quebec** is an initiative of AEBEQ dedicated to the recruitment of missionaries for the province of Quebec. Its aim is to ensure their successful integration and strategic deployment in Quebec. MQ also recruits and trains church planters and assist mother churches and planted churches in all regions of Quebec. Driven by a bold vision, it aims to double the number of French-speaking people involved in evangelical churches in Quebec, from 1% to 2%, reflected in their slogan "Unreached No More", symbolizing the ambition to see Quebec become a nation that will no longer be considered missiologically unreached.

We are looking for a candidate to take on the challenge of Project and Communications Manager for the 10:02 Initiative project. The Project and Communications Manager will play a crucial role in leading and managing the administrative functions of Mission Québec's 10:02 initiative. This position requires a passionate and dedicated individual with excellent organizational skills, fundraising experience and the ability to communicate effectively with donors, volunteers and church leaders. The Project and Communications Manager will be responsible for ensuring the smooth running of the initiative, promoting key projects, identifying opportunities and fostering collaboration within and outside the organization.

If you're a meticulous, organized person, looking for a professional challenge that places you at the service of our churches, and want to work in a dynamic Christian context, this could be the job for you.

## Job Responsibilities

Under the supervision of the Mission Quebec Director and accountable to a delegate of the MQ Executive Committee, the following responsibilities will be assumed:

### COMMUNICATIONS

1. Ensure consistent and effective communication through social media, newsletters and other channels.
2. Communicate regularly with donors, providing updates on projects and the impact of contributions.
3. Represent 10:02 at conferences, events and public speaking engagements.

### FUNDRAISING

1. Develop and implement fundraising strategies to support the 10:02 initiative.
2. Organize fundraising events and campaigns to mobilize donors and supporters.
3. Cultivate and maintain relationships with individual donors, churches and organizations.

### COLLABORATION

1. Collaborate with other branches of the organization to align objectives and strategies.
2. Collaborate with decision makers, influencers, and other individuals to promote the 10:02 initiative, encouraging individuals to pray for evangelism in Quebec.
3. Collaborate with church leaders in Quebec, Canada and abroad to promote Mission Quebec's vision and the 10:02 initiative.

### PROJECT MANAGEMENT

1. Monitor project progress and report results to stakeholders and supporters.
2. Ensure that all project details are documented and accessible.
3. Oversee and coordinate the gathering and compilation of project updates, ensuring that accurate and timely information is available to the general public (website) and interested parties.
4. Assess success of projects against measurable criteria (related to timelines, financials, resources etc.) and provide recommendations for future improvements

### VOLUNTEER COORDINATION

1. Recruit, train and supervise volunteers to support various initiatives and events.
2. Coordinate the work of volunteers, ensuring that tasks are carried out effectively and efficiently.
3. Foster a positive and encouraging environment for volunteers.

## Qualifications, Experience and Behaviours Required

### RELATIONAL AND COMMUNICATION SKILLS

- Strong understanding of, and commitment to, the Christian faith and Mission Quebec's mission.
- Excellent written and oral communication and interpersonal skills.
- Committed to navigating the intricacies of occupying a key role in a pioneering initiative.
- Bilingualism (French and English) is required.

### ORGANIZATIONAL AND TECHNICAL SKILLS

- Able to work independently and as part of a team.
- Excellent administrative and organizational skills
- Proficient in computers, digital content and media platforms, and standard office software applications

## EXPERIENCE

- Minimum of 5 years' experience in administrative management, fundraising or a related field.
- Proven experience in fundraising, donor relations and volunteer coordination.

## CONDITIONS OF EMPLOYMENT

- Able to work occasionally at AEBEQ office (frequency to be determined at time of hire)
- Able to work flexible hours and willing to travel occasionally to represent MQ at conferences etc.
- Able to affirm AEBEQ's statement of faith

## What We Offer

In this position, you'll have the chance to make a significant impact on the spread of the gospel in Quebec.

- A collaborative, faith-based work environment.
- Competitive salary and benefits.
- Opportunities for professional development and spiritual growth.

## How To Apply

Interested candidates are invited to submit a resume and cover letter detailing how their qualifications and experience meet the job requirements to [t.turgeon@aebeq.qc.ca](mailto:t.turgeon@aebeq.qc.ca) by October 31, 2024. Please indicate "Project Initiative 10:02 - Project and Communications Manager" in the subject line.

If you have any questions about the position advertised, please write to us at [t.turgeon@aebeq.qc.ca](mailto:t.turgeon@aebeq.qc.ca) and we will be happy to give you more information.

Only candidates that are selected for an interview will be contacted.