



625 Queens Ave
Victoria, BC V8T 1L9
contact@mustardseed.ca
250-953-1575

mustardseed.ca

Since 1975, The Mustard Seed Street Church has been fighting hunger while restoring Faith for families and individuals living in poverty, as well as the working poor, throughout the Capital Regional District. We are a Christian community offering a continuum of care that operates the Hospitality Centre for relationship building and advocacy, the Vancouver Island's largest Food Security Distribution Centre, the Family Centre that supports and empowers families, and our addiction recovery program at Hope Farm Healing Centre in Duncan. We also offer church services for those seeking a place to belong and grow spiritually. Through these core programs we assist over 5,000 people each month with the help of more than 50 daily volunteers and many generous financial supporters.

Position Title: Hope Farm Manager

Date Completed: December 19, 2018

Position Summary

The Hope Farm Manager provides leadership to the staff and participants at Hope Farm, in accordance with its mission and core values. The position is responsible for the management of Hope Farm including the development and implementation of the Resident Program curriculum and coordination, Church & Community Engagement (including awareness and fund raising for the Mustard Seed), and Volunteer Coordination and Staffing. The Hope Farm Manager is part of the Leadership Team of The Mustard Seed Street Church.

Duties & Responsibilities

- Live, teach and promote the core values and mission of Hope Farm and the Mustard Seed Street Church
- Give Christian Leadership and Management of Hope Farm staff and volunteers
- Promote and inspire the local church community to support the work of Hope Farm through prayer, volunteerism and financial support
- Promote Hope Farm to the greater community in consultation with the Director of Development
- Develop and oversee social enterprising initiatives
- Facilitate a positive working tone with staff, residents and volunteers and deal with conflict
- Facilitate bi-weekly staff meetings, conduct performance reviews, staff scheduling, recommendations for hiring, terminating or changing staff positions
- Participation in Mustard Seed Street Church staff and volunteer meetings and training opportunities as appropriate and ensuring staff and volunteers participate as well
- Develop and administer budget and fiscal responsibility in consultation with Executive Director
- Develop and maintain Volunteer program with support from MSSC Volunteer Team

Qualifications

- Strong sense of call for ministry to those struggling with addictive behaviors
- Min. 3 years of managerial experience, preferably in social service or nonprofit setting
- Preferred Education/Certification related to addictions recovery and management

Key Competencies

- Excellent interpersonal skills, verbal and written communication skills
- Excellent Conflict Resolution Skills
- Highest degree of integrity and confidentiality
- Ability to deal effectively and compassionately with people having multiple needs and barriers and willingness and ability to make difficult decisions
- Ability to work under pressure
- Ability to meet deadlines and exercise good time management in a professional manner
- Fiscal Responsibility and Accountability
- Strong Life Work Balance
- Team player and leader

Terms of Employment

- This position is with The Mustard Seed Street Church and requires a person who has made a Christian commitment.
- Must have or obtain a Class 4 Drivers License
- Must be willing to sign the staff code of conduct
- This position reports to: Executive Director
- Direct Reports: All Staff within the Hope Farm Ministry
- Term: Permanent Full-Time
- Hours : 40 hours/week
- Must read and agree to follow The Mustard Seed Street Church policies which are a living, changing document.
- The Mustard Seed Street Church follows BC Employment Standards Law for Terminations
- **Must provide an acceptable criminal record check, including the level of clearance required to work with vulnerable people**