



COMMUNITY RELATIONS ASSOCIATE (INTERNAL & EXTERNAL)

Vancouver, BC

Full-time

Carey Theological College is located within the academic setting of UBC's scenic Vancouver campus. We are a small, innovative Christian college in the midst of an exciting time of growth. In addition to providing a Christian residence for UBC undergraduate students, we offer online graduate theological education to pastors and ministry leaders around the world. We act like a start-up. We expect you to take ownership of your work and put systems and processes in place. This will free you up to bring high-value, high-touch work and service to those you serve - our students, guests and supporters. Of utmost importance, is having a heart to serve with humility.

Duties and Responsibilities

- Provide Christian care to the community of UBC student residents (who live on campus) and theological college students (who live in Canada and around the world)
- Develop and implement community building and engagement programs within Carey's different constituencies
- Develop and implement an alumni relations strategy within the advancement group
- Develop and maintain systems to manage the relationships and associated data
- Ensure the integration of these activities within Carey's various ministries and operations
- Provide regular reports to the executive leadership on progress towards established targets
- Capabilities in additional operational fields such as marketing, project management, financial management, building management etc would be ideal to fill-out a full-time role.
- Other duties as may be assigned from time-to-time

Knowledge, Qualities & Experience Required

The qualified candidate will be responsible for providing Christian care from an evangelical perspective to our 44 UBC undergraduate student residents during the academic year and building community amongst and engaging with our theological college and student resident alumni, accommodation guests and supporters. Minimum qualifications include:

- 1 to 5 years of strong administrative and problem solving skills
- Strong Christian faith appropriate for young adult care
- Ability to operate and use cloud-based systems and develop processes and protocols around them
- Ability to deeply understand Carey's operations and objectively monitor the pulse and rhythm of the organization
- Ability to learn quick and solve problem with minimal guidance

- Demonstrated ability to work in a team environment
- Demonstrated ability to organize, prioritize and complete multiple tasks within a fast-paced work environment
- Demonstrated ability to perform work with deliberate speed and accuracy without immediate and constant supervision
- Demonstrated ability to exercise good judgment in recognizing scope of authority and protecting confidential information
- Strong customer service, interpersonal and communication skills are essential for this role
- English and Chinese (Cantonese and/or Mandarin) bilingual/trilingual language capacity is an asset

Compensation

\$38,000.00-\$45,000.00 per year

On top of your salary and vacation, a comprehensive benefits package after 3 months of employment includes:

- 6% matched contribution pension plan;
- extended dental and health benefits;
- life and accidental death and dismemberment insurance;
- on-campus parking discounts;
- meal discounts;
- tuition support for Carey courses; and
- professional development allowances.

This is a full-time position with the possibility of hybrid work as appropriate but a part-time role could be carved out for the right candidate. Please provide your interest in a part-time or full-time role in your application. The ability to legally work in Canada (as a citizen, resident or holding other current and valid work permit) is required.

We thank you in advance for your interest in this position. Interviews will take place until the position is filled with a start date as soon as possible. Applicants should submit a cover letter explaining your interest in working in a faith-based organization, resume and up to a one-page description describing a project you completed (i.e. describe the goal of the project, the specific steps you took to complete it and what were the quantitative and qualitative results) to the attention of the Vice-President, Operations, Carey Theological College.

*Carey is a ministry of the Canadian Baptists of Western Canada.