



NORTH OKANAGAN COMMUNITY CHAPLAINCY

BEING TRUTHTELLERS AND PEACEMAKERS IN THE HEART OF THE CITY

JOB DESCRIPTION

Job Title:	Assistant Community Chaplain
Reports to:	Community Chaplain/CEO and First Baptist Church Vernon BC
Team:	N.O.C.C.
Location:	Vernon
Authority Level:	Supervisory
Date:	June 2024

ORGANIZATIONAL STATEMENT

North Okanagan Community Chaplaincy is a Christian ministry. We are committed to sharing and demonstrating God's love to ease the burden of the most vulnerable within the North Okanagan community. We work from a recovery-based model of care.

POSITION SUMMARY

The Assistant Community Chaplain will work with the Community Chaplain to build relationships with volunteers and those we serve. They will make themselves acquainted with all aspects of the ministry. They will be prepared to work under the guidance and authority of the parent organization, First Baptist Church Vernon BC, and the Canadian Baptists of Western Canada for accountability and creditability. This position will begin at 10-15 hours per week and could become full-time.

MAJOR DUTIES AND RESPONSIBILITIES:

1. **Fund-raising:** Personal and ministry fund raising, communication, meetings, grant writing, public speaking. 25%
2. **Build relationships:** with our volunteers and our guests. Participate in our regular prayer, Heart Recovery and bible study events. 25%

3. **Formal services:** Street Church Sunday's, Memorial Services, Homeless Memorial. 45%
4. **Community relationship building:** Liaise with other agencies within the community. 5%
5. **Advocate for guests:** as needed within and outside of the organization.
7. **Documentation:** guest referrals and guest progress. Keeping guests records and information confidential, updated and secure. Completing volunteer and staff evaluations, tracking statistics and preparing reports as required.

MINIMUM QUALIFICATIONS AND SKILLS

- Bible School training or equivalent would be an asset.
- Ability to fund raise for personal and operational budget.
- Three to five years of related working experience.
- Competent in use of MS Office, particularly Excel.
- Excellent interpersonal skills.
- A good understanding of addiction, poverty, homelessness and mental health.
- Excellent administrative, time management and organizational skills.
- Self-motivated and ability to work independently.
- Willing to assent to NOCC's Statement of Faith and policies and procedures.
- Willing to submit to a Criminal Record Check.

WORKING CONDITIONS

- Time in excess of regular working hours may be required on occasion.
- This position is primarily supervisory and visionary.

Applications can be sent to Chaplain Chuck Harper at chuck@noccmistry.org.