

EMPLOYMENT OPPORTUNITY

The Salvation Army
Cascade Community Church – Abbotsford, British Columbia

POSITION:

Kettle Campaign Coordinator
(Temporary Full Time October 15, 2018 to December 31, 2018)



Giving Hope Today

FACILITY:

Cascade Community Church – Abbotsford, British Columbia

The Kettle Campaign Coordinator ensures the smooth running of the Kettle Campaign, maximizing donations and coordinating and overseeing the schedules of the Kettle workers and volunteers.

We are looking for a highly organized person with strong interpersonal skills who is willing to adhere to the mission and values of The Salvation Army and will represent The Salvation Army in a positive, professional manner.

RESPONSIBILITIES:

- Working with a small team coordinating all aspects of the 2018 Christmas Kettle Campaign
- Evaluates Campaign on an ongoing basis & suggests innovative ideas and initiatives to campaign
- Recruit, train, schedule and train kettle workers and volunteers
- Recruit, train, schedule and train Angel Tree volunteers
- Provide organizational support for Santa Shuffle, provide administrative assistance with other events
- Work with list of volunteers, clubs, churches, and businesses to assist in filling volunteer positions
- Updates and distributes Kettle volunteer schedules
- Prepare a detailed report at the end of the Kettle Campaign as well as to do an inventory of supplies
- Performs other duties as assigned

QUALIFICATIONS:

- Willingness to adhere to the Mission Statement of and the values of The Salvation Army.
- Enthusiastic team player with good communication and interpersonal skills.
- High standards of integrity, judgment and confidentiality.
- Strong decision-making, organizational skills and a strong team player.
- General office skills and experience would be considered an asset.
- Proficiency on standard computer programs (word processing, spreadsheets, database) and general office equipment.
- Ability to work in a fast-paced environment, to meet deadlines and cope with stressful situations.
- Agreeable to a flexible, non-routine schedule. Willing to work long hours including weekends.
- Knowledge and interest in the programs and services this campaign supports.
- Valid driver's license and access to a personal vehicle for business purposes.
- Must obtain a Criminal Record Check in accordance with *Criminal Records Review Program*.

Work Hours: Up to 40 hours per week, flexibility with work hours/schedule is expected. Work will require working some weekends and evenings.

Interested applicants must respond with cover letter and resume by 4:00 p.m., September 5, 2018 to:

EMAIL: santonescu@sacascade.ca

We thank all applicants, however, only those candidates to be interviewed will be contacted.

PLEASE NO PHONE CALLS

The Salvation Army exists to share the love of Jesus Christ, meet human needs and be a transforming influence in the communities of our world.