



IJM Event & Church Program Coordinator – Greater Toronto Area

Who We Are

IJM is the global leader in protecting the poor from violence in the developing world. Our global team of over 1,000 professionals are at work in over 25 offices. Together, we are catalyzing a global revolution that will rescue millions, protect half a billion, and make justice for the poor unstoppable.

Motivated by God's call to seek justice for the oppressed, we believe that the way we work is as important as the results we achieve. We are a global community that cares for one another. We value joy and celebration, and we strive to provide professional excellence to all those we serve.

The Need

After nearly two decades of continued growth and operational success in pioneering the work of protecting the poor from violence, IJM has become an \$80 million organization with 1000 global employees. As IJM continues this trajectory of growth and scaling of its impact, IJM Canada's Director of Mobilization is seeking a collaborative leader to provide excellent cross-departmental administrative support for Event and Church Mobilization that will enhance and maximize the effectiveness of IJM Canada, while giving strong attention to detail, being solutions oriented, and working with confidential and time-sensitive information in a fast-paced professional environment. For this role, IJM is seeking a skilled networker with a fearless approach to event planning that foster the development and retention of corporate, business and church partnerships.

This position is based in the Greater Toronto Area and reports to the Director of Mobilization.

Responsibilities

- Ensure the Church Mobilization Team and coordinating events are supplied with resources, including any necessary education material, and assist with the development of other resources to support engagement with donors as required;
- Assist onsite and virtual events for the Church Mobilization and Development efforts and interact with attendees;
- Direct event timelines and associated staff and volunteer activities to ensure all elements of event marketing and outreach are delivered on time and in quality fashion;
- Coordinate all incoming requests for church speaking engagement, facilitate pre-event planning discussions with key church contacts, recruit volunteers as required and ensure that IJM speakers have the resources they need;
- Support IJM Canada's church mobilization efforts by monitoring, tracking and reporting on church engagement through speaking engagements and other church programs that are intended to deepen the church's commitment and understanding of biblical justice through the work of IJM;
- Monitor, track and report on IJM led and sponsored forums/meetings, including the Vancouver Benefit and Concert Series;

- Arrange and support travel plans for the Church Mobilization team. This will involve reaching out to donors as well as church leaders to coordinate arrangements; and
- Assist and support the solicitation of sponsorship for monetary and in-kind support, that will include the production and oversight of all event materials (letters, invites, posters, flyers, etc.), the organization and processing of event mailers, managing venue and vendor relationships.

Requirements:

- At least 3-5 years of experience leading teams to provide exceptional administrative support with program and project management in a fast-paced, professional environment;
- Required Bachelor's degree, preferably in a related field;
- Experience using Raiser's Edge Software and/or Salesforce programs; and
- Ability and willingness to assist and engage onsite and virtually at events for IJM's Development and Church Mobilization efforts while interacting with attendees, as needed.

Critical Qualities:

- Mature orthodox Christian faith as defined by the Apostles' Creed;
- Winsome;
- Driven;
- Tenacious problem solver;
- Compelling conversationalist and intelligent listener;
- Exceptionally high level of honesty and integrity;
- High standard of personal discipline;
- Sustained positive attitude;
- Comfortable relating to an audience of diverse people and personalities;
- Exceptional verbal and written communication;
- Flexible, collaborative and eager to support others;
- Effective team player who fosters collaborative environment; and
- Adept at creative problem solving.

What does IJM have to offer?

- We offer a generous compensation plan;
- We offer the chance to work in an engaged and positive work culture where employees are valued;
- We offer coaching, professional and personal development, and staff care;
- We offer the opportunity to make a difference in the world;
- We are more than a workplace. We strive to be a community of spiritual formation, helping our staff work out God's call to justice in their lives.

Upload Resume, Cover Letter & Statement of Faith* in one document.

***What is a statement of faith?**

A statement of faith should describe your Christian faith and how you see it as relevant to your involvement with IJM. The statement can either be incorporated into the cover letter or submitted as a separate document and should include, at a minimum, a description of your spiritual disciplines (prayer, study, etc.) and your current fellowship or place of worship.