

# Beulah Alliance Church

## Job Posting: Early Childhood Children's Ministry Coordinator



This position is responsible to minister to the Southwest campus through the development of volunteers and leaders, and to lead our early childhood ministry (Nursery – Kindergarten) programming at our Southwest campus that will create environments where families and kids can Gather, Grow, Give, and Go!

**Position Type:** Permanent, part-time, 20hrs/wk

**Location:** Southwest Campus, 5055 Chappelle Rd, SW Edmonton

### Role responsibilities:

- Work collaboratively with the children's ministry staff team to plan, manage, and execute ministry program activities at Southwest for ages 0-5 years.
- Recruit, train, schedule and support children's ministry volunteers and leaders.
- Maintain safe and engaging learning environments.
- Implement and maintain Plan to Protect procedures within early childhood ministry programming.
- Work collaboratively with the children's ministry staff team to develop and implement special events including outreach events.
- On site presence and point lead for weekend services.
- Attend Central Children's Ministry and Beulah staff meetings as required.
- Other duties as mutually agreed on.

### What will make you thrive:

- A passion for God and a growing relationship with God.
- A passion for working with young children and their families.
- Able to recruit and lead an effective volunteer team.
- A passion for reaching children through building relationships and dynamic programming.
- Strong interpersonal and written communication skills.
- Able to lead large group worship and various aspects of creative communication.
- Demonstrated ability to develop and implement projects.
- Can work in a large, multi-staff setting. Able to work effectively independently and on a team.
- Able to manage multiple tasks.
- Gifted in organization and administration.
- A desire to support and assist.

Think you're a great fit for this job? If you believe that God may be calling you to this position, please submit your resume and cover letter to [hr@beulah.ca](mailto:hr@beulah.ca). No phone calls please. We thank all applicants for their interest; however, only candidates under consideration will be contacted.