



**JOB TITLE: Project & Services Coordinator**

**TYPE: Full Time, Permanent**

**REPORTS TO: Senior Program and Services Manager, President's Office/National**

**DEPARTMENT: President's Office/National Project and Services Hub**

**LOCATION: Hybrid | Mississauga, ON**

## **THE ALLIANCE CANADA**

The Alliance Canada is a group of approximately 440 churches and 1600 workers across Canada that aims to be a Christ-Centred, Spirit-empowered, Mission-focused movement in everything we do. We work to fulfill our mission through making disciples, multiplying churches in Canada, and ministering to least-reached people groups around the world. Whether serving in a Canadian suburb or in a remote mountain village in Asia, our goal is to live on mission with God through equipping our churches and workers. Join us as we complete God's call to tell everyone about the Good News of Jesus Christ!

The Alliance Canada is looking for a dynamic person to join its New Ventures Canada team. New Ventures Canada is a ministry of The Alliance Canada that exists to help the local church identify the spiritual needs across Canada and respond with compassion, hope, and curiosity.

## **POSTURE AND VALUES**

We pursue a Christ-like posture in all our practices and work. Our values reflect this as we seek to be Spirit-led and expectant, surrendering our plans to God knowing he will exceed our expectations. We work with focus and flexibility, ready to adjust our priorities as needed and encouraging curiosity and innovation. Our posture is one of authenticity, accountability, service, and gratitude, being present and invested in each situation.

The Alliance Canada firmly believes that accomplishing its mission to multiply disciples everywhere requires a collaborative approach in Canada. We are focused on promoting alignment and providing coaching, strategy, and resources to facilitate implementation at the district level. We are committed to supporting shared outcomes in a region, even if it requires putting aside individual plans and preferences.

## **JOB OVERVIEW**

We are seeking a tech-savvy, creative, and energetic individual with strong organizational and administrative skills to join our team as Project and Services Coordinator. This role, based in the President's Office/National Project and Services Hub, involves providing administrative and project coordination support to the Senior Program and Services Manager. The ideal candidate has strong technical skills, experience coordinating projects within a team environment, and can successfully plan and execute both large and small leadership and national team meetings and events. The successful candidate is exceptionally organized, possesses strong administrative skills, excels at multi-tasking competing priorities, and thrives in a fast-paced, rapidly changing environment.

## **KEY ROLE RESPONSIBILITIES**

### **ADMINISTRATIVE SUPPORT**

- Respond promptly and professionally to inquiries; maintain a broad knowledge of relevant subjects and the organization.
- Provide comprehensive administrative support within a hub environment to the president's office and national program, including scheduling, correspondence, monitoring multiple email accounts, reports, etc.
- Financial reconciliation, expenses, and invoice processing.
- Self-initiate research and ideation pertaining to directed outcomes. While many activities are prescribed, The Alliance Canada holds a high value of curiosity, learning, and experimentation and expects staff to actively pursue these activities, as applicable, in their role.
- Participate in team meetings and contribute to team development.
- Maintain procedures lists and documentation for the role.
- Cross train on all hub procedures and activities; serve as backup support for hub team
- Available to assist with other administrative tasks and key projects for their supervisor and other departments as assigned by the Senior Program & Services Manager.

### **MEETING AND EVENT COORDINATION**

- Take minutes during meetings and track and follow up on action items.
- Knowledgeable with technical requirements and set-up for each meeting space and able to assist as required. Training team and creation of procedural documentation.
- Provide end-to-end logistical/administrative planning and support for onsite and offsite meetings hosted by the president's office and/or at times national teams. This may involve:
  - Plan and organize: Book meeting rooms/offsite locations, select venues, arrange vendors, create detailed event and meeting plans, schedules for events, programs, work breakdown structures, and manage budgets and budget reports, communicate with participants, planning menus and catering.
  - Logistics Management: Handle logistics such as audiovisual equipment, all tech requirements including sound, screen sharing, camera, PowerPoints, catering, transportation, and accommodation for attendees, purchasing snacks, running errands.
  - Problem-solving: Address any issues that arise during the event to ensure a seamless experience.
  - Pre- and post-event tasks: Manage set-up and cleanup and conduct post-event evaluations to gather feedback and assess the event's success.
  - Attendance: Be available to travel to and attend offsite meetings/retreats
- Coordinate event planning teams and designate roles to hub team or other department staff for larger leadership and milestone events as appropriate.
- Assist Sr. Program and Services Manager with General Assembly related administration and preparation.

### **PROJECT AND SYSTEM COORDINATION**

- Assist with new and existing projects and initiatives, ensuring alignment with organizational goals and strategy
- Attend and/or conduct stakeholder meetings, document discussions, track action items, and ensure timely follow-up.
- Create project documentation, track timelines, and escalate issues as needed, demonstrating strong organizational and problem-solving skills.
- Build and manage ticketing systems, workflows, and projects in Monday.com.
- Form and work with teams to initiate and execute project stages, ensuring successful project delivery and stakeholder satisfaction.
- Contributes to the development and enhancement of workflows and processes, training materials, policies, and systems to strengthen organizational operations.
- Proactively integrate systems and processes for role and/or hub into Rock where applicable, including event and meeting execution.

## SKILLS & EXPERIENCE REQUIREMENTS

### EDUCATION REQUIREMENTS

#### QUALIFICATIONS

- Bachelor's degree in administration, project management, related field, or equivalent experience.
- Proven experience in event management, project coordination or a similar role.
- 5-7 years of senior level administrative experience
- Fluent in spoken and written English
- Proficiency with software tools such as Office 365
- Canadian Citizen or Permanent Resident legally authorized to work in Canada
- Excellent communication and interpersonal abilities.
- In agreement with Alliance Canada's vision, mission, and our official statements.

#### PREFERRED SKILLS AND EXPERIENCE

- Quality of spirit reflected in a growing relationship with God
- Ability to use independent judgment and initiative in making sound decisions and in developing solutions to problems
- Strong organizational and multi-tasking skills.
- Ability to adhere to deadlines with competing priorities
- Maintain effective working relationships
- Flexibility/Adaptability
- Initiative/Self-starting
- Works well both independently and as a team member
- Ensures confidentiality, diplomacy and tact at all times

#### Why Join The Alliance Canada?

- Opportunity to work with a passionate and dedicated team.
- Engage in meaningful projects and initiatives that make a difference.
- Excellent benefits package.
- Flexible hybrid work environment.

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#### CONTACT INFORMATION

Please send your cover letter and CV to the People and Culture Director at [peopleandculture@thealliancecanada.ca](mailto:peopleandculture@thealliancecanada.ca)

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#### NOTICE OF ACCOMMODATION:

The Alliance Canada has an accommodation process in place and provides accommodations for employees with disabilities.

Please call 416- 674-7878 Ext.# 213 or by e-mail at [peopleandculture@thealliancecanada.ca](mailto:peopleandculture@thealliancecanada.ca) so that arrangements can be made for the appropriate accommodations to be in place if you are invited to interview.