

Communities Ministry Coordinator

Position Type: Permanent, part-time (20hrs/week)

Location: 17504 98a Ave NW, Edmonton AB

Position Summary

This position is responsible to minister to the congregation by providing strategic ministry coordination that cultivates a disciple-making culture, primarily through Community Life. This role serves in close collaboration with the Community & Care team pastors.

Role responsibilities:

Beulah Communities

- Support the vision and implementation of disciple-making through community life.
- Assist in planning and executing ministry initiatives.
- Build, improve, and manage systems, processes, and workflows.
- Help develop and refine content that equips communities to be disciple-makers.
- Volunteer recruitment and coordination for various events and initiatives.
- Identify and support new leaders or teams forming new communities.
- Help people get connected and integrated into community life.
- Support marketing and communications through story identification, message review, content creation and social media coordination.
- Monitor and manage tools in church database. Track and maintain rosters and attendance.
- Provide support to the Volunteer Lead Team and coordinate with Admin as needed.

General Responsibilities

- Support the co-creation of a thriving, growing, and sending West Campus through campus-wide collaboration and culture-building.
- With the Community & Care Pastors, steward assigned ministry plans and budgets.

What will make you thrive:

- Aligned with Beulah's vision to Awaken Greater Edmonton to King Jesus.
- Passion to shape culture and practice in community life that engages people far from Jesus and deeply forms people who know Him to become disciple-makers, through Beulah's Practices.
- Experience in disciple-making in Canadian culture as an individual and in group contexts.
- Can use systems to mobilize leaders and create movement for people to connect in community.
- Highly relational and able to work in an Eph. 4:12 ministry environment.
- Strong project coordination and management skills with a systems-thinking approach; proactive, demonstrated adaptability, teamwork, problem-solving, and high follow-through.
- Strong communicator and comfortable as a public speaker.

Qualifications:

- 5 years of experience in ministry.
- OR Diploma (2 years min) from a credible Biblical Institution.
- Candidates must be legally eligible to work in Canada before being hired.

We're hiring for two roles — **Communities Ministry Coordinator** and **Seniors & Care Pastor** — which may be combined or remain separate. You're welcome to apply for one or both. If applying for both, please explain your fit for each in your cover letter. We reserve the right to discern how to fill these positions based on the applicants we receive.

Interested? Submit your resume and cover letter to hr@beulah.ca. No phone calls please. We thank all applicants for their interest; however, only those selected for an interview will be contacted.