

Canadian Association for Baptist Freedoms (CABF)
Project Support Coordinator

About Us

CABF is a Canada-wide fellowship comprised of both individuals and Churches. CABF offers a safe and welcoming, inclusive environment where Baptists can share all concerns and points of view without fear of being marginalised.

Currently, CABF member Churches are located in Nova Scotia and Ontario; with interest expressed from churches in Western Canada.

Twice yearly, the Association offers educational opportunities on a range of social, theological, and other current topics; business meetings; shared worship services; and meaningful fellowship.

CABF provides credentialing services for potential clergy and supports existing clergy. The prime communication tool for CABF is '*The Bulletin*', published quarterly, which contains shared stories, articles authored by our members, history, and current events of our member churches.

About our opportunity

CABF is seeking project assistance, on a contract-by-contract basis, for the implementation of specific elements of our strategic plan and to develop resources to tell the story of CABF. This requires effective and flexible coordination of the efforts of members, organizations, and agencies.

The quantity and nature of work will vary at times; however, it is expected to require an average of approximately 10 hours per week. ***(for approximately 16 weeks)***

The Coordinator is expected to collaborate with and support the CABF Project Leader(s).

Deliverables

The initial contract is for the delivery of support services leading to the completion of an introductory video and a publicity brochure.

The initial contract is renewable and may be extended for future initiatives. (Potential initiatives could include publishing documents and visual identity tools.) Other projects will be identified by Council.

Qualifications & Experience

- Strong organizational skills
- Strong communication skills.
- A good working knowledge of digital media, social media and word processing programs.
- Demonstrated experience in project management
- Familiarity with faith communities would be an asset