

Regional & Volunteer Coordinator

(Temporary one year opportunity covering parental leave.)

Office location is 10 Carnforth Road, Toronto. This individual works remotely but should be able to come to the office 2-3 days per week.

Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word? The Canadian Bible Society (CBS) is looking for a Regional & Volunteer Coordinator for a one-year temporary opportunity supporting Ontario & Nunavut.

As part of an integrated Regional team, they will work collaboratively with the Regional Director and Managers, volunteers, churches, Christian organisations, National Office colleagues, and other constituents to support the preparation and successful implementation of the approved annual plan and budget. In particular:

- Provide administrative support to the Regional Director and Regional Managers including managing their calendars, travel, answering mail, phone and email inquiries.
- In collaboration with the Development Team and the Events Coordinator, assist with the organisation and delivery of ministry, volunteer management, and local events.
- Liaise with external partners, where subject matters are applicable.
- Provide administrative oversight of regional MOU's including managing/assisting in MOU write up, delivery and follow up.
- Assist the Scriptures Resources team with distribution, and other National Office departments with their activities as required.
- Manage and update the current availability of resources and products from Scripture Resources.
- Work with Human Resources to implement and maintain processes and programs to assist with the management and coordination of volunteers, including but not limited to recruitment and orientation.
- Maintaining an up-to-date and accurate listing of all volunteers in the designated databases.
- Supervise some local volunteers, primarily related to local event planning.
- Provide support to facilitate new innovative ways to attract and retain volunteers.
- Contribute metrics and information to the RD for board reports and other reporting where applicable.
- Other duties as assigned from time-to-time.



Requirements:

- Three or more years of demonstrated successful administrative experience, preferably in a non-profit, ministry or similar.
- College or university degree in business administration or non-profit management preferred;
- Self-motivated, self-starter, proactive, determined;
- Analytical and helps lead the process of framing issues / problems, and developing / implementing rigorous, data-informed alternatives, solutions and decisions;
- Decisive and demonstrates good judgment;
- Understands and balances Ministry / policy with business and accountability;
- Effective negotiator and consensus builder: ability to constructively engage others, acknowledge others' positions, influence, and persuade;
- Personable, pleasant to spend time with;
- Effective communicator (written and verbal) with sensitivity to, and appreciation of, bilingualism, diversity, and denominations;
- Open to feedback, willingness to learn and commitment to help others learn and grow;
- Supports others while holding them accountable;
- High degree of personal accountability, sets and works to achieve plans with agreed upon metrics;
- Effective team player, seeks understanding, respect, and collaborative relations;
- Able and willing to occasionally travel within the Region;
- Must live in Ontario and be accessible to the Toronto office for meetings as needed.

What does the Canadian Bible Society Do?

We are an interdenominational organization partnering with individuals, churches, and religious organizations who similarly believe that God's Word changes hearts and lives. Whether in support of Canada's latest incoming refugees or those affected by human trafficking in partnering countries, we continue to proudly contribute to the spiritual development of the people we reach, both in Canada and overseas. As we celebrate 110 years of ministry in Canada and abroad, the Canadian Bible Society (CBS), is uniquely poised to fulfill its mission to translate, publish, distribute, and encourage engagement with the Christian Scriptures.

To Apply:

Please forward your CV along with a cover letter detailing your interest in this position and the Canadian Bible Society, to humanresources@biblesociety.ca by July 13th 2025.



Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.