

SCM is hiring a new General Secretary

The Student Christian Movement of Canada (SCM) is now searching for a National Coordinator/General Secretary for a one year contract with the possibility of extension. This is a half-time position.

Deadline for Applications: Jan 31, 2021 (applications received until position is filled)

Work location: Office is in Toronto, remote work possible, open to applications from anywhere in Canada

Contract: 20hr/week, 1 year contract, with possibility for renewal

Salary: \$20/hr

How to Apply: Send your Cover Letter and CV to hire@scmcanada.org

In your letter, please indicate how you meet the qualifications, experience, and skills criteria, and the contribution you feel you can make toward the goals of SCM.

ABOUT THE POSITION

The successful applicant will support the life and work of the Student Christian Movement (SCM), including its local units and national programs. They will be accountable to the Board of Directors and will be responsible for implementing decisions made by the board. The General Secretary is the primary position within the SCM, working with a part time Administrator and volunteers.

The SCM or Student Christian Movement is a progressive network engaged in social justice and faith. We are a non-dogmatic community of diverse belief systems where faith and radical political action flourish. We encourage applicants from a diversity of

backgrounds such as race, language, class, gender identity, sexual orientation, and ability.

The position has flexible hours, and will include travel and some work on weekends.

QUALIFICATIONS & EXPERIENCE

- Experience in social justice and grassroots organizing within a faith context, or with reference to faith
- Experience or exposure to SCM's work on a national or regional level and/or experience in an organisation with similar vision
- Experience in planning and running programs, events, committees etc
- Understanding of and familiarity with Christian Churches in Canada, and the ecumenical movement
- Commitment to working in an anti-oppressive framework, including anti-racist, decolonizing, feminist, and LGBTQ.
- Undergraduate degree or equivalent experience in a relevant field, (such as theology, community organizing, administration)
- Experiences with interfaith work, networking, coalitions and community organizing are assets

SKILLS

- Able to work both independently, and with guidance from the Board of Directors
- Strong ability to take initiative and create partnerships and programs

- Ability to supervise others and work as part of a team with local units and volunteers
- Strong skills in community building and grassroots organizing, especially in faith-based settings
- Strong organizational skills and ability to prioritize day to day activities
- Strong skills in communication and promotion, including the use of social media.
- Strong administrative computer skills, including word processing, email, internet, and skills / aptitude / ability to learn basic publication and layout and database management
- Strong interpersonal and communication skills, including conflict resolution
- Ability to communicate clearly and effectively in English, other languages an asset

TASKS AND RESPONSIBILITIES

A. Managing Programs:

- Organize SCM's annual program, Cahoots festival, with the festival collective, including finding speakers, booking space, and recruiting committee members
- Support the development of justice-focused resources, recruiting contributors
- Organize an annual SCM event such as a retreat or study conference, recruiting a committee and promoting with churches and faith communities
- Use your passion and skills to empower and support students to organise local groups in their campus or community and provide training on faith and justice issues.

B. Finance and Fundraising:

- Research and write grants to fund SCM Programs and write reports to funders
- Steward individual donors and respond to their inquiries
- In conjunction with the Treasurer, oversee finances of the SCM including bookkeeping, banking, auditing and receipting donations
- Organize direct mail and email newsletter

C. Communication & Office Administration

- Working alongside the Administrator on office issues, such as paying bills, ensuring files are organized, keeping the web site and mailing lists updated.
- Supervise the Office Administrator and any volunteers
- Develop and maintain relationships with SCM alumni and other key stakeholders
- Create monthly e-newsletters

D. Contact with National Churches and Organisations:

- Develop and maintain relationships with campus ministries and ecumenical coalitions and develop partnerships when possible
- Attend and participate in faith and ecumenical events, retreats, conferences and church services to meet like-minded people and partners (some weekend work)
- Work with the World Student Christian Federation (WSCF) to develop and participate in global programs.

– Develop and maintain contact with church bodies, including being available for speaking engagements

