

**February 2024**

## **SCM is hiring a new National Coordinator**

The Student Christian Movement of Canada (SCM) is now searching for a new staff person to serve as the National Coordinator for a one year contract with the intention of extension. This is anticipated to be a full-time position; however, a part-time position may be considered, depending on candidate skills and availability.

**Deadline for Applications:** March 21, 2024 (applications received until position is filled)

**Start Date:** Target Start Date: early to mid-May 2024 (it is desired that the successful candidate will attend the Cahoots festival in person (May 23-26, 2024) in southern Ontario)

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

**Contract:** 40 hr/week, 1 year contract, with intention of renewal, subject to performance

**Salary:** Living wage on an hourly basis based on location (Toronto \$25.05/hour - to be confirmed based on rate at time of hiring)

### **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. The SCM or Student

# STUDENT CHRISTIAN MOVEMENT OF CANADA

RADICAL FAITH IN ACTION • COMMUNITY IN DIVERSITY

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.

*What is most important to us is to find someone who will bring their passion and energy to encourage, support and facilitate the growth of the movement; responsibly manage the organization; work well with others in building relationships; sustainably give of their time and energy to be a force for change in this world; to bring hope and purpose to students, especially to those who may feel rejected and disenfranchised; to work to enrich and change lives, as the SCM has done for the past 100 years in Canada and around the world. You can be that person and we will support you! If this sounds like you, please apply today. We look forward to hearing from you!*

**How to Apply:** Send your Cover Letter and resume to [hiring@scmcanada.org](mailto: hiring@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. Also, please indicate if you are a Canadian citizen or permanent resident of Canada.

Notes:

1. The position has flexible hours, and will include travel and some work on weekends.
2. The position will be accountable to the Board of Directors and will be responsible for implementing decisions made by the board. The National Coordinator is the primary position within the SCM, working with a part time Administrator, volunteers, and with the support of the Board of Directors.

3. The job requirements below describe the ideal candidate. It is recognized that the successful candidate may not meet all of the below requirements at the time of hiring and may require support from the Board or senior friends in certain areas.

## 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 organization 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 2SLGBTQI+.
- 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

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- Strong skills in communication and promotion, including the use of social media.
- Strong administrative computer skills, including word processing, email, internet, social media, 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 organize local groups in their campus or community to explore 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 with the assistance of the office administrator for 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 Organizations:**

- 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 (The SCM National Coordinator fills the role of General Secretary in WSCF lexicon).
- Develop and maintain contact with church bodies, including being available for speaking engagements