

The Red Deer Society for Christian Education in support of



Invites applications for the position of **Executive Director**

to begin in the fall of 2012

This is a full time employee who will also be required to attend evening committee meetings and evening or weekend special events.

Responsibilities Include:

- Represent the Society and manage and coordinate its daily operations.
- Responsible for the development, delivery and maintenance of Gateway Christian School's Christian Education Program.
- Build and maintain a strong relationship with Red Deer Public School District.
- Build, nurture and maintain a strong commitment and support to the Society and Christian Education.
- Communicate with churches, pastors, the public sector, Christian schools, parents and alumni in order to promote the Society, Gateway Christian School and Christian Education.
- Provide support to Gateway Christian School in the areas of public relations, fundraising and volunteer coordination.
- Develop relationships and maintain communication between the Society and its supporters and donors.
- Support the development and growth of Christian Programming within Gateway Christian School including, but not limited to, Teaching for Transformation, Spiritual Formation, Chapel and Devotions.
- Responsible for all the financial affairs of the Society.
- Overseeing the safe, reliable busing of GCS students to and from the school and on field trips.
- Direct, supervise and review the work of the employees to the Society

Desirable Qualifications:

- Committed to and passionate about the vision and mission of the Red Deer Society for Christian Education.
- Strong, creative and spiritual leadership rooted in Biblical principles.
- Knowledge of and experience with Christian education.
- A relational leader who has excellent interpersonal skills and a strong ability to build and foster relationships.
- Effective communication skills (both verbal and written) with experience in public speaking, presenting and facilitating groups both in meeting and learning environments.
- An ability to plan, co-ordinate, organize and delegate successfully.
- Ability to take initiative and be self-directed.
- Team leadership skills and the ability to collaborate effectively with others.
- Employer-employee skills; an ability to positively manage society employees and volunteers.
- Appropriate post-secondary training or education.

This competition will remain open until a suitable candidate is found; however applications received by July 31 will be assured careful consideration.

Applications should be directed to:

R.D.S.C.E.
c/o Cori Burke
22 McKinnon Cres.
Red Deer, AB
T4N 0J5

Email: scburke@shaw.ca

MISSION

Our mission is to encourage and facilitate Christian education and lifelong learning in our community, and to ensure that Gateway Christian School provides an accessible, Christ centered education so that students are equipped and encouraged to serve God joyfully in every area of life.

We thank all applicants for their interest but advise that only those selected for an interview will be contacted.