

Job Opportunity: Children and Family Ministries Director/ Admin Position

Location: Claresholm Pentecostal Assembly, Alberta Canada

Position Type: Full-Time (30 hours per week)

Salary: To be negotiated

Claresholm, Alberta is growing! We are the only community in Alberta to be selected for the Rural and Northern Immigration Pilot Program. The Claresholm RNIP is supporting economic development by attracting newcomers within Claresholm and our 25km boundary.

Claresholm is a town with plenty of old-world charm and a place that embraces a strong sense of connection and community. Young families are moving to the area at the highest pace in a decade. The area has become a hub for healthcare, education, and commerce, featuring low housing costs, ample amenities, and essential services.

[Claresholm Pentecostal Assembly](#) (CPA) is seeking a dynamic and passionate **Family Ministry Director/Admin** to join our team! This role will report directly to the Lead Pastor and involves leading a vibrant children's ministry, supporting parents, and performing administrative responsibilities for the church.

Our vision is for people to *Experience God, Find Community and Fulfill Purpose*.

Lead Pastor, Joachim Chisanga and his family have served in Claresholm for over six years and are committed to staying and seeing the congregation expand its outbound reach.

Key Responsibilities:

- Lead and grow the children's ministry of pre-kindergarten (ages 3-5) and elementary (ages 6-11) on Sundays.
- Collaborate with parents on the discipleship of their children.
- Be responsible to organize and set up the Children's ministry areas each Sunday.
- Recruit, train, and supervise Children's Ministry volunteers, creating a rotational roster for involvement.
- Establish a follow-up system for guest families with children (birth to 11 years).
- Resources materials to support parents in discipling their children at home.
- Plan and organize special Children's Ministry outreach events (e.g., Christmas, Easter) and summer programs such as a Day Camp, or single day activities
- Prepare curriculum, lessons, and craft/activity materials for pre-kindergarten and elementary-age groups.
- Enforce Plan to Protect policies and ensure volunteers are trained and compliant.
- Fully engage the support of District coaches.
- Handle administrative duties as assigned.
- Other duties as assigned.

Qualifications:

- A mature Christian with a passion for Jesus, some post-secondary education, a heart and skills for working with children, and a life-long learner.

- Strong organizational and leadership skills, with the ability to build and lead volunteer teams.
- Energetic and engaging personality with effective teaching skills for kids
- Proficient in administration, computer skills, and social media.

How to Apply:

Please email your resume to Pastor Joachim Chisanga at pastor@claresholm.church

Contact phone: 403 625 3008