



**Position:** Ministry Program Associate  
**Department:** Ministry  
**Reporting To:** Manager, Transformation Programs  
**Status:** Full Time, Permanent  
**Primary Work Location:** Consistent with Scott Mission wide policies, the Ministry Program Associate will work out of Scott Mission locations based on need and organizational demand.

**Position Summary:**

The Ministry Program Associate will be responsible for coordinating frontline ministry programs and services for family and NextGen community members served by Scott Mission. This role will seek to further the transformational impact in the children, youth, and family members currently supported by Scott Mission programs in our Spadina, O'Connor, and Lawrence Heights locations as well as other communities as needed. This may also include supporting our summer programs at Scott Mission Camp in Caledon. The incumbent will work closely and collaboratively with the Ministry teams to support the strategic ministry direction as articulated by Scott Mission.

**Responsibilities:**

- Cultivate a vibrant faith in Jesus Christ, and lead with godly character and conduct that is informed by the Vision, Mission, Statement of Faith, and Mark of Scott Mission.
- Pray regularly for Scott Mission community members and staff and provide Jesus-centered pastoral care and spiritual support to family and NextGen communities.
- Support execution, planning, implementation and evaluation of transformational programs in family and NextGen communities to ensure that programs are accessible and effective.
- Actively build and grow strategic, Christ-centered relationships with children, youth, and community members from the communities served by Scott Mission.
- Identify children, youth, families, or community members who are open and ready to participate in Scott Mission's transformation programs.
- Use a strength-based approach to regularly set goals and determine next steps in facilitating the journey of transformation of participating children, youth, families or community members.
- Participate in and assist in the implementation of summer NextGen programming for children and youth.
- Assist in camper follow-up efforts, including facilitating events and bridging children and youth into both summer and year-round NextGen programming.
- Help gather impact reports, including metrics, stories and feedback from children, caregivers, and staff.
- Maintain proper documentation and strict confidentiality in accordance with Scott Mission policies.
- Maintain up-to-date knowledge of community resources and networks.
- Attend all Transformation Program team meetings, and participate in Scott Mission wide activities and initiatives, including All Staff meetings and retreats.
- Ensure clear and consistent communication with your manager and foster a culture of transparency and support within the team.

## Required Experience and Education

- Strong knowledge and understanding of stages of children and youth development and behaviour management.
- Experience working with individuals and groups of children of various ages and backgrounds.
- Demonstrated understanding of issues related to immigration, abuse, addictions, mental health, poverty, housing, and homelessness.
- Excellent communication skills verbally and in writing, active listening skills
- Excellent interpersonal and conflict management skills; ability to work with people with diverse background.
- Ability to carry out work with integrity, respecting confidentiality of clients.
- Ability to multi-task and be flexible in daily routine of working on the frontlines.
- Self-starter and result-oriented, excellent problem solver
- Team player with demonstrated flexibility and willingness to be mentored.
- Diploma or undergraduate degree in social work or related field; 5 years of relevant working experience is an asset.
- Computer literacy: Windows, Office365
- Valid Driver's license and ability to work weekends is an asset.

A combination of education and experience that demonstrates the ability to perform the responsibilities of this position may be considered in lieu of stated education and experience requirements.

**Interested applicants are invited to apply with a copy letter and resume:**  
[careers@scottmission.com](mailto:careers@scottmission.com)

The Scott Mission welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Employment is conditional to results of Police Reference Check and satisfactory reference.