



# ADMIN & PARTNER OFFICER

SHINING LIGHT MINISTRIES | JOB DESCRIPTION

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Shining Light Ministries (SLM) is hiring two people to join our missions' team who have a heart for ministry and are self-motivated individuals with love and interest in missions. These are key roles to our ministry's care of many important administrative and healthy "partner"-based ministry dimensions. Familiarity with the SLM charity would be an important asset in this role.

SLM is an Ancaster-based missions' focused charity located about 5 min from the Meadowlands COSTCO. Our web address is: [www.SLM-Balkans.org](http://www.SLM-Balkans.org)

Positions are on a part-time basis 20-25 hrs per week each. The working hours would be flexible between afternoons and/or evenings. The hourly pay range is between \$18-\$20 based on experience.

The two positions are:

1. PARTNER SERVICES OFFICER (20-25 hrs) and
2. ADMINISTRATIVE OFFICE ASSISTANT (20-25 hrs)

The applicant needs to have good English skills, basic computer skills, and the ability to pray as needed for our partners over the phone and promoting our missions work (willing to train - a short training manual available). Additional skills in print, social and TV media promotion would be an additional asset. For our growing ministry, other responsibilities will emerge as the need for the ministry arises and/or according to the skills that the person applying brings.

If your application is accepted, police check for VSC (Vulnerable Sector Criminal) is required, not more than 30 days old.

If interested, please email your: 1. Salvation Story, 2. Resume and 3. Three References (including one from your local pastor) to [slm.balkans@gmail.com](mailto:slm.balkans@gmail.com).



[slm.balkans@gmail.com](mailto:slm.balkans@gmail.com)



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[SLM-Balkans.org](http://SLM-Balkans.org)