

DVM ASSISTANT DIRECTOR

Reports to: Director

Location: Deer Valley Meadows, Alix Alberta

Employment Type: Full-Time

JOB SUMMARY

The Assistant Director plays a key leadership role in overseeing the day-to-day operations, administration, and strategic growth of Deer Valley Meadows. This position ensures the smooth delivery of events, financial sustainability, and alignment with the mission to serve as a regional resource hub for disciple makers. The Assistant Director works closely with the Director, staff, and external partners to enhance operational efficiency, customer experience, and long-term impact.

Deer Valley Meadows is a Division of the Canadian Church of God Ministries, and this role works within the framework of the larger organization. Candidates will need to review the CCOGM website and ensure that they are in alignment with our philosophies and beliefs.

KEY RESPONSIBILITIES

Operational Management

- Oversee the daily operations of the conference centre, ensuring high-quality service and efficient processes.
- Manage bookings, event coordination, and client services to maximize facility utilization.
- Supervise and support staff, ensuring excellent customer service and smooth event execution.
- Implement and monitor health, safety, and compliance standards.

Financial and Administrative Oversight

- Assist in budget planning, financial reporting, and cost control to ensure fiscal responsibility.
- Support fundraising initiatives, grants, and sponsorship opportunities to sustain and expand the centre's mission.
- Ensure compliance with organizational policies, contracts, and legal requirements.
- Maintain accurate records of bookings, financial transactions, and operational reports.

Community Engagement & Stakeholder Relations

- Build relationships with community organizations, nonprofits, and corporate partners to increase awareness and usage of the facility.
- Work with the marketing team to develop promotional strategies and outreach initiatives.
- Represent the conference centre at meetings, networking events, and public engagements.

Strategic Planning & Development

- Assist in developing long-term strategies to enhance the centre's impact and sustainability.
- Identify opportunities for new programs, services, and partnerships that align with the mission.
- Support the Director in policy development and implementation.

Qualifications & Skills

The ideal candidate will have the following qualifications, but these are not a barrier to being hired. The person, character and relevant experience will determine the final decision.

- Bachelor's degree in business or related studies.
- Human resource and staff management experience.
- Experience in operations, event management, hospitality, or nonprofit leadership.
- Strong organizational and project management skills.
- Financial acumen and experience with budgeting and reporting.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- We are a Mac environment using Microsoft Office, and industry specific software. Experience with these is an asset.
- Competent with technology and capacity to learn new skills in this area.

Work Environment & Schedule

- Flexible schedule required, including occasional evenings and weekends for events.
- Office-based with frequent interaction with clients, partners, and staff.

Compensation & Benefits

- Salary commensurate with experience.
- Housing is provided. If the candidate lives off site it must be within 30 minutes of the location.
- Benefits include [health insurance, retirement plans, professional development opportunities, etc.].

How to Apply

Interested candidates should submit a **resume and cover letter** to tim@ccogm.ca

Websites

Canadian Church of God Ministries www.ccogm.ca

Deer Valley Meadows www.goDVM.ca

Note

This posting is for an assistant director. That said, over the next two years there is a review taking place concerning the best structures moving forward and we encourage those seeking more along the lines of being the director or having greater responsibility to apply.