



AVAILABLE POSITION FOR A BUSINESS MANAGER

BASIS: Part-Time/ Yearly Contract/ Remote Work from Home
HOURS: 40 hours per Month
START DATE: October 2, 2023

The Christian Funeral Society is seeking a part-time **Business Manager** to assist with the operational management and business development. This is an opportunity to help and support others in the Christian community, where one can offer their business development/operational skills, while achieving maximum flexibility in their schedule working from home. **COMPENSATION:** Commensurate with qualifications.

DESCRIPTION and DUTIES:

- Develop/initiate business opportunities to expand membership and related projects/tasks
- Attend all Board meetings and Annual General Meeting.
- Manage/maintain relationships with major stakeholders/suppliers.
- Available to provide on-call response to a member, funeral director, or cemetery notifying CFS of the death of a member.
- Respond to general member and suppliers' enquiries by email or phone within a timely manner.
- Manage and update the electronic CFS Member Directory
- Managing the relationships with CFS Cemetery and funeral homes.
- Confirm arrangements with the cemeteries and funeral directors for the interments.
- Receive applications for new memberships and forward them to the CFS for approval.
- Website management (postings, write ups, maintenance and/or redesign).
- Manage the corporate records management system (templates, process, procedures).
- Prepare reports relating to membership and financial status.
- Act as back-up to the Bookkeeping Administrator.
- Manage investments with the input of the Board Treasurer.
- Other tasks as assigned.
- Membership is an asset but not required.

SKILLS AND ATTRIBUTES

- Exemplary Christian character with a desire to support others in a time of vulnerability and need.
- Excellent communication and organizational skills with an aptitude towards detail.
- Ability to work independently and work well under pressure.
- Proficient in MS Office Suite with strong computer literacy.

EDUCATION

High School Diploma (required)

Post Secondary Education (preferred)

EXPERIENCE

Business Operations Experience: 3 years preferred; **MS Office Suite:** 3 years preferred.

Website Management: 2 years preferred; **PDF Documents (Adobe, PDF Studio):** 2 years preferred

TO APPLY: Send resume and cover letter to cis@christianburialfund.com

NOTE: Candidates not selected for an interview will not be contacted by CFS.

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