



# GCF THE GREAT COMMISSION FOUNDATION

GCF is a team of skilled administrative and accounting personnel providing a framework for ministries and non-profits to operate in good standing with the Canadian Revenue Agency and provides donors convenient ways to give gifts of cash and/or assets to these individuals and organizations. Ministries and projects engage in outreach activities and provide on-site personnel while GCF provides essential administrative and accounting expertise to enable them to do their ministry. It is a team effort working towards a common goal: the advancement of the Christian faith, education, and the relief of poverty.

**GCF is currently seeking to fill the following full-time maternity leave position (15 month term):**

<b>Job Title:</b>	Agent Representative
<b>Location:</b>	British Columbia Office, Abbotsford, BC
<b>Reports to:</b>	President/CEO
<b>Salary:</b>	Salary commensurate with experience

**Purpose:**

The Agent Representative provides first-line customer service and representation to Agents of the Great Commission Foundation. A GCF Agent Representative monitors direction and control over the projects, providing direction for collecting compliance for the purposes of CRA reporting. He/She is also an advocate for their Agents, providing assistance and resources to help those projects thrive.

**Main Responsibilities & Activities:**

- Follow-up and correspondence with Agents including, but not limited to: payroll & benefits, expense claims & advance clearings, CRA compliance requirements, account & donation inquiries, various report requests
- Documentation collection, review, and digital filing: Agent reports, financials, and forms
- Assist Agents with GCF's event tools for planning and execution of their promotional events
- Ensure appropriate backup for accurate donations processing
- Bring in Executive support and input when concerns over a project or Agent occur
- Monitor activity of projects through various means including but not limited to website monitoring, quarterly reports, newsletters. Share social media content to promote Agent projects
- Provide communication to Partnering Organizations and/or Agent Advisory Teams
- Act as liaison between Agents and GCF support teams including IT/software, accounting, or donations
- Provide guidance for Agents

**Knowledge, Skills & Abilities:**

- Post-Secondary education preferred
- Minimum 5 years customer service experience
- Proven administrative skills experience
- Candidate must have excellent communication skills both verbal and written
- Ability to work independently and collaboratively
- Excellent problem solving and conflict resolution skills

**Only qualified candidates of interest will be contacted.**

Interested individuals should forward a pdf of their resume with cover letter to Alexandra Campbell: [hr@gcfcanada.com](mailto:hr@gcfcanada.com)