



Canadian  
Bible Society

## International Project Officer

**Full-time position based at 10 Carnforth Road, North York with opportunity to work remotely.**

***Are you interested in joining our team in this exciting and re-energized adventure providing people with access to God's Word?*** The International Project Officer has primary responsibility for the monitoring and evaluation of sponsored Bible translation projects. The International Project Officer will communicate with partner organizations to gather information for the purposes of vetting projects for partnership. The International Project Officer will monitor projects for adherence to each project's planned activities, schedule, and budget, and collect reports and stories of impact to share with other departments and partners.

### **Key Responsibilities:**

Work within an integrated Scripture translation and typesetting team involving local staff and volunteers and work collaboratively with other departments and partner organizations to evaluate projects for inclusion in partnership agreements and to monitor and report on the progress, expenses, and impact of assigned Scripture translation projects, and to support the success of other department objectives including:

- Building and maintaining relationships with staff in partner organizations to support the timely receipt of reports and other project information and to encourage and enable achievement of project goals on time and on budget;
- Collecting information and documentation to aid in the evaluation of projects;
- Monitoring project progress, expenses, and spending;
- Reporting on project progress, expenses, spending, and other information requested to support communications with donors;
- Gaining and maintaining familiarity with Bible translation project management including relevant software;

### **Requirements:**

- Undergraduate degree;
- Demonstrated cross-cultural experience;
- Project management preferably in a non-profit organization;
- Experience with Bible translation a strong asset;
- Organized, with solid task and time-management skills and ability to meet deadlines;
- Able and willing to travel frequently internationally;
- Excellent communication skills in English both written and verbal;
- Problem solver with sensitivity to, and appreciation of, bilingualism, diversity, and denominations;



- Self-motivated, self-starter, proactive, determined;
- Analytical and helps lead the process of framing issues / problems, and developing / implementing rigorous, data-informed alternatives, solutions and decisions;
- Decisive and demonstrates good judgment;
- Must be willing to work from the North York location as required.

### **What does the Canadian Bible Society Do?**

The Canadian Bible Society (CBS) is an interdenominational organization dedicated to partnering with individuals, churches, and organizations that share the belief in the transformative power of God's Word. From supporting Canadian youth in their search for hope to aiding those impacted by human trafficking in partnering countries, CBS remains committed to fostering spiritual growth wherever it is needed—in Canada and overseas. With over 110 years of ministry, CBS continues to fulfill its mission to translate, publish, distribute, and promote engagement with the Christian Scriptures, helping people hear God speak.

### **To Apply:**

Please forward your resume along with a cover letter detailing your interest in this position and the Canadian Bible Society, to [humanresources@biblesociety.ca](mailto:humanresources@biblesociety.ca) by December 24th 2024.

Qualified candidates must be able to demonstrate a commitment to the core values and mission of the CBS. All offers of employment will be conditional upon the successful completion of reference checks, credit check and Police background check.