

# Recruitment Officer

The Recruitment Officer supports MB Seminary's enrolment goals by building relationships with prospective students, churches, educational institutions, and ministry networks, and by guiding applicants through the inquiry and admissions process. This role focuses on relational recruitment, outreach, and follow-up across MB Seminary's academic and professional education programs.

The Recruitment Officer is a part-time role within the Advancement and External Relations division, working collaboratively with academic leadership, the Registrar, and communications staff.

**Location:** Langley, BC (Hybrid / Remote as approved)

**Position Type:** Part-Time (0.6 FTE), Permanent

**Reports To:** Director of Advancement & External Relations

**Travel:** As required

## Primary Responsibilities

### 1. Prospect Engagement

- a. Initiate and cultivate relationships with individuals exploring theological education or ministry preparation.
- b. Provide accurate information about MB Seminary programs and pathways.
- c. Maintain consistent and timely follow-up with prospective students.

### 2. Church, Education, and Network Outreach

- a. Build relationships with MB churches, camps, ministry leaders, and denominational networks.
- b. Develop recruitment connections with Bible colleges, Christian universities, and academically oriented organizations.
- c. Represent MB Seminary at church, denominational, educational, and ministry events.
- d. Strengthen recruitment pipelines through Teaching Churches and partner organizations.

### 3. Recruitment Events and Activities

- a. Host online information sessions and small-group recruitment conversations.
- b. Assist in planning and delivering recruitment presentations and events.
- c. Participate in regional and national recruitment initiatives as appropriate.

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#### **4. Admissions Pipeline Support**

- a. Support prospective students through the admissions process in coordination with the Registrar.
- b. Track inquiries, applications, and follow-up activity using seminary systems.
- c. Provide regular reporting on recruitment activity, trends, and outcomes.

#### **5. Collaboration and Communication**

- a. Work closely with the Director of Advancement & External Relations, the Academic Dean, the Registrar, Teaching Church leaders, and other staff, as appropriate.
- b. Collaborate with the Social Media Manager to align recruitment efforts with digital communication.
- c. Provide feedback on common questions, barriers, and opportunities encountered through recruitment conversations.

Other duties may be assigned in keeping with MB Seminary's overall mission and the needs of Administration, Faculty, Staff, Board, and Students.

### **Qualifications and Experience**

- Three to five years of experience in admissions, recruitment, or related ministry or educational contexts.
- Post-secondary education is preferred. Experience in admissions, recruitment, ministry leadership, or graduate theological education is an asset and may be considered in place of formal education.
- Personal and vibrant Christian faith, with healthy and active participation in an MB church.
- Commitment to MB Seminary's mission, vision, values, and strategic goals, and annual agreement to the MB Seminary Community Covenant and the Canadian Mennonite Brethren Confession of Faith.
- Competence with digital communication tools (email, Zoom and Teams, CRM or tracking systems).

### **Personal Attributes**

- Strong relational, networking, and collaborative skills, with high emotional intelligence.
- Organized, reliable, and self-motivated, with the ability to manage follow-up workflows independently.
- Comfortable communicating with pastors, ministry leaders, and prospective students.
- Familiarity with MB churches and ministry pathways is strongly preferred.
- Willingness to work flexible hours and travel occasionally as required.

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- Commitment to personal and professional integrity, positive reputation in the community, and a pleasant personality with a positive and friendly attitude amid a busy and complex atmosphere.

## **Supports and Benefits**

- Computer, office space (as applicable), and necessary administrative resources are provided.
- Remuneration, vacation allowance, and professional development are commensurate with experience and part-time status.
- Enrolment in the CCMBC benefits package and pension program, per policy.

## **Limitations of Authority:**

- Annual budget.
- Any and all limitations of policies.
- Limitations of legal and regulatory authorities.