



CALGARY CAMPUS DIRECTOR

Full-time, Preferred Start Date: January 2027

Application Closing Date: October 15th, 2026

Location: In Office, Calgary AB.

Vanguard College is a Pentecostal Assemblies of Canada (PAOC) Bible college which exists to develop Spirit-empowered leaders to advance fruitful churches and global mission. With two hundred students, both on-campus and online, and a team of thirty staff and faculty, we uphold the shared vision and values of the College and seek to make a significant contribution in shaping and inspiring the next generation of leaders in Alberta and the Northwest Territories and beyond. Vanguard College offers ministry specializations in Global Pastoral, Next Generation, Worship Arts, and Pastoral Care & Counselling.

Reporting to the President, the Calgary Campus Director provides administrative leadership to the Calgary Campus.

Key Functions:

1. Oversee and manage all administrative duties of the Calgary campus
2. Build a strong, safe, spiritual community through various Campus Life initiatives.
3. Represent and support the academic administration department.
4. Represent and support the recruitment efforts of the College at ministry and District events.
5. Ensure sufficient student supports are available either on campus or through virtual connections to the Edmonton Campus.

Key Skills:

1. Minimally holds a master's degree in a relevant discipline from an accredited institution or is in the process of obtaining such a degree.
2. A credential holder of the Pentecostal Assemblies of Canada or able to secure said credential.
3. A member of a Pentecostal Assemblies of Canada church or one of its affiliates, or an approved exception.
4. A person who, by calling and experience, is "able to teach others, and motivate teachers to minister with excellence according to the stewardship given them" (II Timothy 2:2).
5. Demonstrates a proven level of leadership ability.

Education and Experience:

1. Highly motivated individual who demonstrates passion and has proven experience in post-secondary education and leading in ministry contexts.
2. A person of spiritual maturity and professionalism.
3. Strong track record of relationship building and teamwork.
4. Demonstrates knowledge of preaching and teaching the Bible and a passion for biblical higher education as well as young adults' culture/context/ministry subjects.
5. Excellent organizational, administrative, and management skills.
6. Strong computer skills, including word processing and data management using tools such as MS Office suite in a Windows environment.
7. Able to work independently and as part of a team.

We thank all applicants for their interest. If you identify with these values and possess these skills and experience, please send your cover letter and resume to humanresources@vanguardcollege.com, subject line: Calgary Campus Director.