



CANYON HILLS
COMMUNITY CHURCH

JOB DESCRIPTION:
**The Damascus House for
Men Assistant Director**

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The Damascus House for Men Assistant Director

Canyon Hills Community Church | Bothell, Washington

CANYON HILLS COMMUNITY CHURCH is a thriving church community located in the suburbs of Seattle. Planted in 1995, the church has grown to more than 4,000 weekly worshippers on its Bothell campus. In addition, Canyon Hills reaches beyond the local community and extends to over 25 countries worldwide through its flourishing global partnerships. Your future colleagues will inspire and challenge you to use your gifts to further the CHCC mission of “making more and better disciples of Jesus Christ.” Community, creativity, and collaboration are at the heart of the workplace at Canyon Hills. Are you interested in making an impact with the good news of the gospel? Join us.

THE ROLE AT A GLANCE:

We are seeking a Damascus House for Men Assistant Director who directly reports to the Program Director, provides biblical counseling, teaches classes, and fills in for the Program Director when needed in the ultimate goal of Canyon Hills: to make more and better disciples of Christ. Of highest importance is someone who loves Jesus Christ and has a thriving relationship with him. Additionally, we are looking for someone who has strong management skills, experience in biblical counseling and addiction ministry, is ACBC and TAC certified or willing to be, and upholds a high degree of professionalism, organization, and confidentiality with a heart to see God's Word change the lives of men struggling with substance abuse.

WHY THIS ROLE IS IMPORTANT TO CANYON HILLS:

The Damascus House Ministries follow a heart-focused discipleship model that teaches men and women who are involved in life-enslaving sin how to truly live a Christlike life that brings honor and glory to God. Through working closely with the Damascus House for Men Program Director, the Damascus House for Men Assistant Director will be organizing both large and small details of the program. This role oversees all aspects of the program in striving to implement the mission of Canyon Hills Community Church and the Damascus House Ministry. Additionally, this person co-counsels alongside the Program Director, teaches classes, and is trained and equipped to step into the Program Director's role when he is traveling, on vacation, or ill.

IN YOUR NEW ROLE, YOU WILL:

- Support the Senior Pastor in carrying out the mission and vision of the church through the Damascus House Ministries
- Support the Executive Director and Program Director in overseeing all parts of the men's ministry including individualized biblical counseling and class curriculum implementation
- Manage and oversee other staff and volunteers
- Account for completion and quality of work performed by the Damascus House for Men
- Biblically counsel alongside the Program Director of the program occupants
- Trained and equipped to take the place of the Program Director when he is gone on vacation, ill or traveling
- Other duties as assigned by Executive or Program Directors



IN THIS ROLE, YOU WILL REPORT TO:

Damascus House for Men Director

WHAT YOU WILL NEED TO SUCCEED:

- A growing relationship with Jesus.
- ACBC- Association of Certified Biblical Counselor with minimum 1 year experience counseling
- CABC- Commissioned Addiction Biblical Counselor with The Addiction Connection within first year of employment
- 1 year experience working in an addiction residential setting
- A passion and heart for addiction ministry
- Organization and project management skills
- Strong managerial skills, ability to provide input and feedback, and positive attitude in interfacing with the program occupants, clients, congregation, and community
- Excellent written and verbal communication skills
- Wisdom in decision making
- Theological alignment with CHCC
- Commitment to the mission and purposes of CHCC
- Strong ability to handle confidential information
- Membership at CHCC within one year of employment
- Minimum 4 years sobriety

WHY CHOOSE CANYON HILLS?

We believe a church should be one of the best places to work, where staff love their jobs, enjoy their teammates, and maximize their gifts for effective ministry. In addition, we believe the church should take care of their employees through competitive salaries and comprehensive benefits. Canyon Hills staff members are well-loved and cared for. Full-time employees enjoy a compensation package including: healthcare (with dental and vision); health savings account (HSA); a generous retirement match; and life insurance. We also offer unique professional development opportunities—opportunities to travel globally for missions, and resources to help you love your work and develop your gifts and abilities.

- Planted in 1995, Canyon Hills has grown to be one of the largest church communities in the greater Seattle area with over 4000 weekly worshippers.
- Through the generous support of Canyon Hills, 27 Global partners take the mission of making more and better disciples around the world.
- The local community is shown the love of Jesus through the compassionate ministry of the Canyon Hills Food Bank.
- More than 2000 members participate in one of 190 Life Groups offered for community and Christian growth.
- The Canyon Hills Counseling ministry is certified through the Association of Christian Biblical Counselors and offers hope through individual counseling sessions and support groups (we call them Hope Groups).
- College-level courses are offered throughout the year through the Canyon Hills School of Discipleship, challenging members to go deeper in their faith.
- Canyon Hills Worship not only provides passionate weekly worship experiences but, through Dream Records (a subsidiary of Capitol Records), provides recordings for the church to worship with throughout the year.
- Excellent ministry provided for children and students, draws many to the Canyon Hills family.



OUR STAFF CORE VALUES:

More than words on a page, our staff values drive our actions and impact every level of our practice. We're building a work culture that allows our staff to use their gifts for the glory of God and the mission of Canyon Hills Community Church.

COMMITMENT

We value a commitment to God-glorifying ministry done with excellence.
"Whatever you do, work heartily as for the Lord and not for men." Colossians 3:23

CARE

We value care for people that is personal, loving, and fun.
"Be devoted to one another in brotherly love. Honor one another above yourselves." Romans 12:10

COLLABORATION

We value collaboration that advances God's kingdom in prayerful, humble, and creative ways.
"And let us consider how to stir up one another to love and good works." Hebrews 10:24

COMMUNICATION

We value communication that is clear, loving, and timely.
"Let your conversation be always full of grace, seasoned with salt, so that you may know how to answer everyone." Colossians 4:6