



Position: **Part-time Business Manager**

Tidings Magazine

Job Type: One-year renewable contract
Virtual (Atlantic Canada)

Closing Date: November 20th, 2026

Overview:

Tidings is a Baptist magazine affiliated with Atlantic Baptist Women (ABW). Published ten times per year in full colour, it is used by ABW to connect with ABW's constituents and also with its regional, national, and international partners. In print since 1894, *Tidings* has over 1200 subscribers at present, and features articles on spiritual formation and mission education from a team of volunteer authors.

ABW is presently seeking a collaborative and organized **Business Manager** to help move *Tidings* into its next chapter. The ideal candidate will be skilled in communicating, bookkeeping, and administration. The Business Manager supervises all business and financial aspects of *Tidings* magazine and reports directly to the president of Atlantic Baptist Women, under the governance of the ABW Executive Board.

Key Responsibilities:

- Receive and keep all correspondence in connection with subscriptions and mailing addresses. Keeping accurate records on each subscriber. Updating information as is necessary.
- Send letters to people whose subscriptions are due.
- Manage *Tidings* bank accounts and keep accurate records.
- Pay the editor's and business manager's wages and other office expenses. Receive and pay invoices from the printer, Canada Post, and others relevant to *Tidings Magazine*. Send honorariums to writers and proofreader.
- Invoice and receive payments from advertisers.
- Have finances reviewed annually and make all necessary submissions to the CRA

- Give written reports to the ABW Board.
- Work with the Editor and provide all financial information needed for grant applications.
- Collaborate with the Editor on creative ways to engage new readers.

Qualifications & Skills:

- High school diploma. Post-secondary education in business & administration, or a related field considered an asset.
- Previous work experience in administration or bookkeeping considered an asset.
- Works collaboratively.
- Strong administrative and organizational skills.
- Familiarity with ABW and Tidings considered an asset.
- Knowledge of budgeting and managing finances.
- Professes a faith in Christ Jesus and is continually growing in relationship with Him.

Compensation:

- This is a one-year contract position with the potential to be renewed.
- This is considered a part-time position of 30 hours per month with the hours being flexible.
- The rate for this position is \$20/hour.

How to Apply:

To apply, please send a **cover letter and résumé** to:

tera-mae@atlanticbaptistwomen.ca. The closing date is **November 20th, 2026**.