



## BONAVISTA CHURCH

### **Summer Ministry Administrative Assistant**

COMPENSATION: \$16.00 per hour

DURATION: Between 9 and 16 weeks; likely earliest start date May 12, 2019

HOURS: Full-time (36-40 Hours per week)

Dependent upon government grant approval

### **Responsibilities include but are not limited to:**

- Research and make recommendations on database options to track information on program participants
- Enter information into data base
- Assist in managing Plan to Protect Program
- Develop and upload website content
- Provide office reception duties
- Support administrative needs, including registration and promotion, of summer day camp programs for children
- Participate as a leader in summer day camp programs for children

### **Qualifications:**

- Age 15-30 at start of employment
- Citizen or permanent resident of Canada
- Team player, self-motivated, reliable, responsible, accountable, good time management skills
- Intermediate Microsoft WORD and Excel skills
- Experience with databases
- Strong communications skills

**If you are interested in this position, please submit resume and cover letter to [office@bonavistachurch.ca](mailto:office@bonavistachurch.ca) by April 15<sup>th</sup>, 2019**