



Children and Youth Ministry Administrative Support

COMPENSATION: \$15.00 - \$16.00 per hour (negotiable depending on experience and position)

DURATION: 6-16 weeks; likely earliest start date Nov 3, 2020

HOURS: Part-time

General Responsibilities include but are not limited to

- Assist in managing Plan to Protect Program
- Develop and upload website content
- Document procedures
- Assist Office Administrator & Ministry staff in ongoing duties & special projects
- Assist in the development of care and strategies for children, youth and family
- Assist staff in ongoing duties and special projects, including the maintenance of a safe and healthy environment

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
- Proficient in MS Office applications
- Experience with databases
- Strong written and oral communication skills

Conditions of Employment

Applicants WHO ARE OFFERED EMPLOYMENT must complete and pass a police security clearance before employment is confirmed.

If you are interested in this position, please submit resume and cover letter to office@bonavistachurch.ca by October 27th, 2020.