



Children and Youth Workers

Administrative Assistants

Starting dates: Summer and Fall 2021

Compensation: \$15.50 - \$16.00 per hour depending on position and experience

Duration: 10 weeks

Hours: Full time (35 hours per week) or Part time

Multiple Openings available with distinct focuses:

- Programming for Children, Youth and Families
- Multi-media and Communication
- Administration

These positions are for students and young adults who have hearts and passion for helping families thrive and a desire to share the Gospel of Jesus. It is ideal for people who want to gain experience in many different areas including leadership, public speaking, event planning/organizing, and teaching.

Responsibilities include but are not limited to

- Assist staff in ongoing duties and special projects, including the maintenance of a safe and healthy environment
- Develop and participate in team building exercises and training
- Assist in managing Plan to Protect Program
- Document procedures

Child and Youth Workers

- Develop and participate as a leader in summer and fall programs for children, youth and families
- Assist in the development of strategies for future children, youth and family events
- Support and communicate with a team of volunteers

Administrative Assistant

- Provide office reception duties
- Enter information into data base
- Develop and upload website content

General Qualifications

- Passion for working with children and families
- Able to communicate effectively to build effective relationships
- Team player, self-motivated, reliable responsible, accountable, good time management skills
- Intermediate Microsoft WORD and Excel skills

Specific Qualifications for roles focused on Multi-media and Communication

- Strong written and oral communication skills
- Proficient in social media platforms
- Familiarity with Mailchimp, Canva and other marketing programs
- Skills in Video production an asset

Specific Qualifications for roles focused on Administration

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

Conditions of Employment

These positions are part of the Canada Summer Jobs Program with funding provided by Service Canada. Candidates must meet the following eligibility requirements to be considered:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or a person on whom refugee protections has been conferred under the Immigration and Refugee Protection Act
- And legally entitled to work according to relevant provincial legislation and regulations (international students on a work/study permit are not eligible for the Canada Summer Jobs Program)

In your cover letter, please confirm that you meet these qualifications.

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 info@bonavistachurch.ca by June 4th, 2021.