



Summer Ministry Administrative Assistant

COMPENSATION: \$15.25 per hour

DURATION: 16 weeks; likely earliest start date June 1, 2020

HOURS: Full-time (35 hrs per week)

Dependent upon government grant approval

Responsibilities include but are not limited to:

- Provide office reception duties
- Enter information into data base
- Assist in managing Plan to Protect Program
- Develop and upload website content
- Assist Office Administrator & Ministry staff in ongoing duties & special projects
- Assist with monthly Food Hamper program for economically disadvantage people in the community

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 by May 25, 2020