



Admin Assistant A

JOB DESCRIPTION

POSITION:	Administrative Assistant A Summer Temporary	MINISTRY WEEKLY HOURS:	35
LOCATION:	Scarborough	HOURLY RATE OF PAY:	\$15.60
ACCOUNTABLE TO:	Johnson Hsu Director of Community Engagement	2024 VACATION TIME:	N/A
DESIGNATION:	Summer Temporary	START DATE WITH MCF:	April 22, 2024 tentative
PROJECT NUMBER:	TBA	MINISTRY END DATE:	June 14, 2024

Under the direct guidance of the Director of Community Engagement or Homestay Director, the Administrative Assistants (group A) will develop both their spiritual walk and practical workplace skills. They will function in leadership roles with high degrees of autonomy, requiring self-regulation, teamwork, strong communications and organizational skills, and foundationally the ability to get things done in a timely manner.

The Administrative Assistants (group A) will be responsible for laying the foundations for the main groups of Interns arriving later in the summer, and will be working on preparatory work for two primary projects:

- a) Summer Sports/Activities Camp and VBS
- b) Christian Homestay for international students

Specific tasks may include (but are not limited to):

- Intentional and regular personal spiritual development and growth
- Recruitment, data collection, hiring and training of new interns and volunteers
- Creation and dissemination of marketing materials
- Communications with organizations, parents, students and other stakeholders
- Data collection, analysis and reporting
- Flexibility in meeting diverse and changing situations

Eligible applicants must be:

- between 15 and 30 years of age at the start of the employment
- a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment
- holders of a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations