

<b>POSITION:</b>	Administrative Assistant B Summer Temporary	<b>MINISTRY WEEKLY HOURS:</b>	35
<b>LOCATION:</b>	Various	<b>HOURLY RATE OF PAY:</b>	\$15.60
<b>ACCOUNTABLE TO:</b>	Johnson Hsu Director of Community Engagement	<b>2024 VACATION TIME:</b>	N/A
<b>DESIGNATION:</b>	Summer Temporary	<b>START DATE WITH MCF:</b>	June 2, 2024 tentative
<b>PROJECT NUMBER:</b>	TBA	<b>MINISTRY END DATE:</b>	July 26, 2024

Under the guidance of the Director of Community Engagement or Homestay Director, the Administrative Assistants (group B Summer Camps Plus) will develop both their spiritual walk and practical workplace skills.

Responsibilities will include 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.

Each Administrative Assistants (group B Summer Camps Plus) will be assigned to a specific project foci, primarily:

- a) Intern training; support and administration
- b) Summer Sports and Activities Camps
- c) Christian Homestay for international students
- d) Support for Seniors Communities
- e) College/University outreach
- f) Local church projects

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

- Intentional and regular personal and group spiritual development and growth
- Coordination, communication, planning and administration related to their project
- Creation and dissemination of marketing materials
- Training and regulation of interns in good workplace behaviour and culture
- 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 & Refugee Protection Act for the duration of 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