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| POSITION: | Administrative Assistant C Summer Temporary | MINISTRY WEEKLY HOURS: | 35 |
| LOCATION: | Various | 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: | July 7, 2024 tentative |
| PROJECT NUMBER: | TBA | MINISTRY END DATE: | Aug 30, 2024 |

Under the guidance of the Director of Community Engagement or Homestay Director, the Administrative Assistants (group C VBS 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 C VBS Plus) will be assigned to a specific project foci, primarily:

- a) Intern training; support and administration
- b) Vacation Bible School
- 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