

**Job Title:** Administrative Assistant  
**Employer:** St Giles Presbyterian Church  
**Contract:** July 8 - August 30  
**Hours:** 30 hours per week  
**Wage:** \$16.55 per hour  
**Supervisor:** Family Ministry Coordinator and Lead Administrative Assistant  
**Note:** Successful candidate must be available August 13-15 (Youth Camp) and August 19-23 (VBS Camp) some Sunday mornings, and some evenings  
**Positions:** 1

### **Job Details**

#### **Responsibilities**

- Help with administrative tasks to prepare for the weekly church service
- Help welcome newcomers to church on Sunday and keep a list of new people
- Assist with administration tasks such as payroll, printing, and filing
- Help plan and host family/community events
- Help plan and create stage setup/props
- Promote camp and help with registration, maintain registration lists, and communicate with families via email and phone
- Track attendance and schedules through Youth Camp and VBS Camp
- Use social media to promote camp and communicate with camp families
- Learn Sunday School curriculum and help lead Sunday School (some Sundays)
- Help with other church activities as needed

#### **Qualifications**

- Between 15-30 years old and Canadian Citizen or Permanent Resident
- Criminal Record Check (vulnerable sector) upon accepting job offer
- Helpful to have experience working with children but not required
- Helpful to know your faith story and share during interview

This summer St Giles is excited to provide two weeks of day camp: Youth Leadership Camp, August 13-15, 9-4 PM for youth 11 years and older; Vacation Bible School Camp, August 19-23, from 9-4 PM for elementary-ages and from 9AM-12 PM for preschool campers. Camp Counsellors will help children dive into friendship with God.

Please submit a resumé and cover letter detailing how this experience will contribute to your career goals. Send to [familyministry@stgilessarnia.ca](mailto:familyministry@stgilessarnia.ca) by April 26, 2024.