

Job Title: Summer Administrative Assistant
Employer: St Giles Presbyterian Church
Contract: Wednesday July 2 - Monday August 25 (8 weeks)
Hours: 35 hours per week
Wage: \$17.20 per hour
Supervisor: Summer Youth Director and Office Administrator

Job Description

The Administrative Assistant provides administrative assistance for regular church programming and helps plan and implement child and youth programs focussed on friendship and faith formation.

Job Details

Responsibilities

- Answer phones and respond to emails.
- Oversee timesheets and schedules for summer staff.
- Help implement summer programs for children and youth
- 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.
- Track spending on summer programs, keep an updated budget, assist with expenses and reimbursements.
- Assist with administration tasks such as copying, printing, and filing.
- Help plan and host child and youth activities, registration and greeting.
- 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 in all summer camps/programs.
- Use social media to promote camp and communicate with camp families.
- Create event posters using Canva and Express Adobe.
- Learn Sunday School curriculum and help lead Sunday School (some Sundays).
- Prepare coffee and refreshments for meetings and church services and cleanup.
- Run the office during camp week, assist campers with first aid as needed, call parents as needed.
- 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 know your faith story and share during interview

Please submit a resumé and cover letter detailing how this experience will contribute to your career goals. Send to familyministry@stgilessarnia.ca by April 24, 2025.