
Purpose of the Position:

The focus of this salaried summer position (**30 hours per week @ up to \$16.50/hr**) is to provide an opportunity for a summer employee to gain experience and develop their skills in an administrative role.

Position Description:

The person recruited for this position will be involved in various aspects of programming for a **10-week** duration **starting as soon as June 4th**.

This would include:

- Annual General Meeting Administrative Tasks
- Database and Profile Maintenance (Planning Center)
- Filing and Shredding
- Video and Services Cataloging
- Maintaining Grace Point Church YouTube channels and recording statistics
- Working with various multi-media, audio, and office software programs
- Assist with visual graphic and publication needs
- CCLI Reporting
- Website Management
- Equipment Cataloging
- Updating media library
- Updating the church website
- Admin/Office Coverage
- Other Related administrative tasks

Position Qualifications:

- 1) Knowledge: Understanding of Communications, email etiquette and English language skills. Firm grasp of streaming, video (YouTube) platforms. Knowledge of or Interested in navigating computer software such as: Planning Center, DocuSign, Mailchimp, ProPresenter.
- 2) Interpersonal:
 - Must have good time management and organizational skills.
 - Be self-motivated, flexible, reliable, and work effectively with staff.
 - Able to work independently within established guidelines.
 - Able to provide team leadership and communicate effectively.
- 3) Practical Skills: Advanced computer skills with a working knowledge of Microsoft Word, PowerPoint, and Excel. Possess creativity. Must be detailed-oriented and willing to sit in front of a computer for prolonged periods.
- 4) Qualifications: Previous (or related) experience in administration is a plus. Course experience in graphic design desirable. Applicant must meet all Canada Summer Job Grant requirements and be between the ages of 15 - 30. Current enrollment as a student is not a requirement.

Accountability:

This person will report to Gaylene Beach or Designate.

If you are a person who is coachable, dependable and enjoys challenges, and if you wish to develop skills in an administrative role, we encourage you to prayerfully reflect on whether this position may be for you.

Please apply through the link in the weekly church email or using the link on the GPC church website Contact the church office with any questions at (780) 466-8290.

Application deadline is **May 16th, 2024**.