

### Purpose of the Position:

The focus of this salaried summer position is to provide an opportunity for a summer employee to gain experience and develop their skills in an administrative role.

This salaried position is for **30 hours per week** with a starting wage of **\$17.00/hr.** and may be increased based on the applicant's education and experience up to a max \$18.00/hr. The person recruited for this position will be involved in various aspects of programming for a **9-week** duration **starting as soon as June 23<sup>rd</sup>.** **Applicants must be available on Sundays.**

### Position Description:

- Annual General Meeting Administrative Tasks
- Database and profile maintenance (Planning Center)
- Filing and shredding
- Video and services cataloging
- CCLI Reporting
- Website management
- Equipment cataloging & organization
- Updating media library
- Updating the church website
- Admin./Office coverage
- 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
- Other related administrative tasks
- Assisting with Worship Services (weekly)
- Technical troubleshooting
- Help train and mentor new tech recruits
- Periodic video projects

### 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. Access to a reliable vehicle is an asset but 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 or contact the church office with any questions at (780) 466-8290. Application deadline is **May 1<sup>st</sup>, 2026.**