



**Administrative Assistant - 35 hours per week (8 week Contract) \$18/hour**

Eligibility: To be eligible to apply for this position you must be between the ages of 15-30, Canadian citizen/permanent resident/refugee status, and legally entitled to work in Canada. This complies with the Canada Summer Jobs Grant guidelines.

**Skills Needed:**

- The Individual will need to be self-motivated & have organizational skills
- Ability to work independently & schedule and accomplish tasks in a timely manner
- General Computer skills (Word, Excel, Powerpoint, Email, Social Media)
- Have good People skills, Phone manners & ability to Work in a Team

**Expectations:**

- Have a Personal Commitment to the Values of the Local Church
- Have a Personal Passion to work with People
- Be willing to comply with the Vision, Values, Mission & Statement of Faith of Generations Church
- Willing to work Sunday through Saturday and flexible to the needs of the position

\*\*Generations Church West Brant is a faith based organization. As such, employees are expected to have a personal statement of faith that aligns with our Church Mission, Values and Vision in order to promote our Faith Direction.

**Responsibilities:**

- A. Designs, supports and maintains operations (event plans and materials, schedules and volunteer coordination, phone/email correspondence, records, expense reports, social media, etc). The Administrative assistant will work independently and alongside other staff/volunteers to keep accurate records, schedules, event plans and communication. This will provide the opportunity to hone their skills in communication, innovation, digital, numeracy, problem solving, and technical processes.
- B. Assist in special events and weekly programs. The administrative assistant will assist at the events or programs where administrative skills will be of asset. For example, making sure supplies needed are available and ready for use. This will provide the opportunity for the Administrative Assistant to hone their skills in adaptability, problem solving, collaboration, communication, and technical or practical processes.
- C. Attend and participate in weekly staff meetings and one-on-one mentoring sessions. The Administrative Assistant will hone their skills in communication, collaboration, digital, technical and problem solving through this responsibility.

**Supervision & Mentoring:**

The individual will receive supervision and mentoring from the Lead Pastor through orientation, initial training, direction and instruction, daily communication, weekly personal instruction and monthly personal and professional development.

The individual will receive a Health & Safety Sheet to assist with practical safety in the workplace & will be instructed accordingly in regards to best and safe practices both initially and on an on-going basis.