

Administrative Assistant

2019 Paid Summer Internship

Windermere United Church is actively seeking applications for our Paid Summer Internship position of Administrative Assistant.

About us:

Windermere United Church is an inclusive and welcoming community, seeking to follow Christ by building relationships with all people, helping our local & global communities, caring for the environment, and supporting one another. We actively support inter-faith work, are supportive allies of the LGBTQ2S community, and seek reconciliation and justice for our Indigenous friends and family.

About the position:

The Administrative Assistant is responsible for effectively and efficiently assisting the Minister, council, and other volunteer leaders in carrying out their ministries; responsible for communicating with and providing support to the church ministries and programs; responsible for assisting with financial accountability; responsible for providing supplies for most church programs.

Reporting to:

Directly to the Church & Property Administrator, indirectly to the Church Minister.

Qualifications:

The candidate for this position must be comfortable working within a Church community with Christian values that is inclusive and welcoming.

The candidate must also have the following qualifications:

- Computer proficient with high knowledge of Microsoft Office software programs.
- Must possess strong organization skills to manage multiple tasks effectively and efficiently.
- Strong interpersonal skills that demonstrate an ability to work with others.
- Able to maintain a high degree of confidentiality.
- Must possess strong oral and written communication skills - grammar, spelling and clarity of presentation.
- Familiarity with using and uploading content to social media pages (Facebook, Twitter, Instagram, etc)
- A self-starter with an ability to work independently and who learns quickly.
- Physical ability to lift and carry 20lbs (ex: boxes of files to be moved from office and stored in separate area)
- Previous work experience in an office environment preferred but not necessary.
- Minimum 2 years of post-secondary education preferred but not required.

Responsibilities:

- Assist with checking and answering emails and phone calls to the office, as well as greeting all incoming visitors.

- Assist in taking in and processing all incoming mail, as well as sending out mail.
- Assist in communicating with and providing support to the church ministries and programs.
- Assist in efforts to increase rental potential, promoting our rent-able space as multi-cultural, inclusive, and interfaith.
- Assist in maintaining and updating our social media pages and website.
- Assist in producing the weekly bulletin (program for the Sunday worship), as well as proofreading and collating when complete.
- Assist in ensuring the church volunteers have what they need for Sunday service.
- Regularly review bulletin boards and update as needed.
- Assist in updating/maintaining the filing system where appropriate, and shredding or moving outdated files to storage.
- Assist in data entry (membership info, financials, etc) into our computer software database program (PowerChurch).
- Change outdoor sign message weekly.
- Other duties as assigned.

Other details:

Because this position is part of the Government of Canada Summer Jobs Program, candidates **must** be:

- a) be between 15 and 30 years of age at the start of the employment
- b) be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- c) have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada.

- **The projected start date for this position is June 17th, with an estimated end date of September 6th, for a total of 12 weeks. (There is some flexibility with the start and end dates)**
- **The hours are 30 hours per week, scheduling of which is flexible.**
- **The compensation is \$15/hour.**

How to apply:

Please submit your cover letter and resumé to the address below, no later than **May 27th 2019:**

Email: windermerechurch@bellnet.ca

Mail: Attn: Michelle Maldonado
356 Windermere Ave.
Toronto, ON.
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