



JOB POSTING

SUMMER STUDENT – ADMINISTRATIVE ASSISTANT

CHILDREN & FAMILY MINISTRIES DEPT.

OVERVIEW

Under the direction of the Director of Children & Family Ministries of the Western Ontario District Resource Centre to provide administrative support.

The student will have duties and responsibilities attached to summer program design and implementation for camps in various locations that serve communities, the cataloging and disbursement of resources to churches and community groups throughout the regions and be involved in the planning and design of fall training events and conferences. The student will also be involved in the creation of digital content and production.

This is an 8-week summer placement in-person work schedule at the Western Ontario District Resource Centre in Burlington, ON. The hourly wage is \$17.20 per hour at 35 hours per week with an anticipated start date of June 30, 2025 (flexible).

KEY COMPETENCIES:

- Kingdom focused
- Excellent communication & interpersonal skills
- Organized – Exceptional attention to detail
- Problem-solving skills
- Ability to learn quickly
- Adaptability - Ability to work in a fast-paced environment
- Skilled with MS Office Apps, computer & office equipment
- Excellent time management skills
- Accountable, dependable, loyal

Language: English

Preferred Level of Education of the participant: Post-Secondary

Reports directly to Children and Family Ministries Director of Western Ontario District

TO APPLY:

Email resume and cover letter to Hailey Armoogan at harmoogan@wodistrict.org

Applicants will need to be prepared to submit a recent Criminal Record Check and Vulnerable Sector Search as the position entails direct oversight and interaction with minors and vulnerable adults in various settings.

Applications will be accepted until June 6, 2025 or until an ideal candidate is found.

The Western Ontario District of the Pentecostal Assemblies of Canada is committed to providing accommodation for people with disabilities. If you require accommodation, we will work with you to meet your needs.