

Job title: Programs Assistant, Cordova Bay United Church 2025 Canada Summer Jobs Program

Hourly wage rate: \$20 per hour or as negotiated.

Length: June 16– August 29, 2025; 30 hours per week;

Pre-Requisite Skills:

1. Current Criminal Record Check.
2. Canada Summer Job Program requirements: age 15-30, valid Canadian Social Insurance Number (not beginning with “9”).
3. Able to work independently from home utilizing technologies to perform job requirements.
4. Able to adapt to change and to incorporate feedback into job performance.
5. Computer skills, such as word processing using MS Word, keyboarding, spread sheet, electronic mail, digital presentation programs (e.g., PowerPoint, Publisher, etc.), electronic meeting programs (e.g., ZOOM), and social media platforms, (e.g. Facebook).

Tasks and responsibilities:

The Programs Assistant will:

1. Assist in the administration of the Church office, working on-site and occasionally from home:
 - a. Support the Ministers, members of the church, and visitors via in person, electronic, telephone, and written communications.
 - b. Ensure a welcome, safe, and organized reception is provided.
 - c. Assist with general office management including filing, correspondence, ordering office supplies, record keeping, weekly announcement bulletins, etc.
 - d. Attend weekly planning meetings.
 - e. Assist in the production and communication of worship materials, such as preparing print and electronic materials for services, live-streaming, and special events; weekly orders of service; PowerPoint presentations; weekly announcements; promotional materials; editing and graphics for worship services; etc.
 - f. Working with the Audio-Visual Team, assist with production of the live-streamed worship service including arranging props, script preparation, and posting to social media.
 - g. Help liase with multiple community programs including the ‘Adult Day Program’ for seniors run by the Vancouver Island Health Authority, Boy Scout and Girl Guide programs, yoga and fitness programs, community choirs, dance groups, etc.
 - h. Assist Minister and Committee Chairs in organizing volunteers and planning events for multiple support projects and activities.
 - i. Support the ministerial team in their provision of spiritual support and services to the congregation and community, including but not limited to, production of audio-visual/livestreaming and in person materials, helping maintain the website, Facebook and YouTube accounts, making telephone contacts, shipping materials to members who may be vulnerable, isolated or are shut-in seniors, and being the initial contact for newcomers to the church building.

- j. When requested assist the Minister, Committee Chairs, and other groups with bookings, use of online meeting platform (ZOOM), and special projects.
2. Assist the Minister and the Children and Youth Program Coordinators in implementing the summer program for children and youth:
 - a. Help to prepare programs for children and youth, under the guidance of the Minister and Children and Youth Program Coordinators. These programs may utilize in- person and online activities to work with children and youth.
 - b. Help to prepare for Messy Church or similar programs, a program for children and youth, with their families, to explore faith through creative activities, and celebration/worship. Creativity and use of electronic methods to connect as a group are required.
 - c. Assist with meetings, including virtual, and activities for youth groups.
3. Assist the Communication team to maintain, revise, and update the Cordova Bay United Church website, online materials, and social media profiles, (e.g.: YouTube, Facebook).
 - a. Work with the Communication team to add upcoming events, important information, weekly reflections, church services, and announcements, videos, etc. to the website, YouTube, and Facebook pages.
4. Plan and implement a food security project. The purpose of the project is to enable all age groups to learn about food security, growing food within the local environment, environmentally sound food growing methods, and environmental advantages of local food sources.
5. Undertake a review of the Church's emergency preparedness procedures, equipment, and protocols. If required, revise and update the processes and develop communication tools for church building users.
6. Work with Committee Chairs on special projects when needed and following discussion with the supervisor and mentors.
7. Other relevant and appropriate duties determined through negotiation during the employment period.

Supervision plan

The Chair of the Ministry and Personnel will provide a supervisor for the Programs Assistant, (PA), to ensure the PA is supported and enabled to carry out the tasks and fulfill the responsibilities. The supervisor will meet with the PA once a week via electronic tools, telephone, or in person, depending on the needs of the PA. At the end of the project, the supervisor will conduct a formal performance evaluation with the PA and will provide feedback.

Mentoring plan

The Minister, the Office Administrator, and the Children and Youth Coordinators will be the mentors for the Programs Assistant, (PA). The PA will undergo training and orientation provided by the mentors and supervisor and will work with one or more mentors. The youth and the mentors will set goals together in the development of core skills such as client service, teamwork, communication, digital skills, and leadership.

Health and safety practices in the workplace

The Programs Assistant, (PA), will be provided with information on workplace hazardous materials by using web links and online or print resources.

The PA will be provided with a security code to the building, will become familiar with all the entry and exit points of the building, and be informed of the emergency preparedness procedures. The PA may sometimes work from home and if asked to do so, will be provided with a Church laptop.

The PA will become familiar with best practices and risk management when working with children and youth. The PA will be informed of safety practices when working inside the building and in the outdoor area of the building. The PA will be provided with protective equipment when working outdoors or as required, to meet health and safety standards.

We are an inclusive community in which harassment, discrimination, and unhealthy work environments are not tolerated. The PA is encouraged to report any concerns to the supervisor or mentors. Any report of incidents is immediately reviewed and, if required, remedies applied.

Revised: April 25, 2025, SC