

Administrative Assistant

CSJ Job Title: Administrative Assistant

Description

Provides support to our current office staff. He and she will mainly focus on supporting the summer camp Leadership Track (grade 5-8), children workshops (grade 1-4), and senior activities.

Depending on funding: June 21-August 13, 2021. 30 hours per week. This might change depending on funding.

What would you be doing?

- Responsible for promotion and registration.
- Support the church human resources.
- Communicate with parents, leaders and staff.
- Arrange and monitor the virtual platforms used during the programs.
- Provide any needed administrative needs.
- Keeping track of budget, expenses, and arranging reimbursements.
- Produce Weekly newsletters for parents as well as photo and video recording.

Requirements to apply*

- Strong organizational ability with close attention to detail; able to plan in advance.
- Comfortable with using online platforms
- Able to communicate clearly and promptly with campers, seniors, parents, staff, and church leaders.
- Ability to plan and execute tasks with little supervision.
- Able to keep track of budgets and expenses. Word processing and spreadsheet experience an asset.
- Ability to design and produce weekly newsletters.
- Photography and Videography Experience an Asset.
- Responsible and prompt with attendance.
- Teachable, humble, and carries an attitude of selflessness and servanthood.
- Previous managing/coordinating experience an asset, but not mandatory.
- Emergency first aid training: Current First Aid & CPR certification

*Funding might be coming from Canada Summer Jobs (CSJ). If funding is provided from CSJ, the applicant must be between age 15 to 30 and legally entitled to work in Canada.

Application Deadline: April 4, 2020

How to Apply

- Quoting 'Administrative Assistant' in the subject line, please send your resume to office@logosbaptist.org.

Note: You are required to obtain a Police Vulnerable Sector Check if employed.