



Summer Program Assistant – Position Opening

Parkwood Presbyterian Church, Ottawa, is seeking an enthusiastic, responsible, self-motivated young adult to serve as our Summer Program Assistant.

Under the supervision of our Minister or designated Elder, the Summer Program Assistant will provide administrative, clerical and logistical support to sustain online connections for youth and other group activities. The successful applicant will also assist in the preparation of text, audio, musical, and video materials for use in online activities for current and future use.

The Summer Program Assistant should be comfortable connecting people of different backgrounds and fostering educational and stimulating interactions. The goal is to sustain the critical services Parkwood is committed to offer to the community. The Summer Program Assistant will work with our Christian Education Team and other leaders to develop safe and stimulating online material that will foster connection, interaction, and a sense of belonging.

Applicants should have good personal communication skills and a working knowledge of electronic audio/video communication. A good working knowledge of Zoom and Microsoft Windows, Outlook, Word, and PowerPoint is required. Skills or aptitude in video production and music will be assets.

Through the provision of a grant from the Government of Canada under the Canada Summer Jobs program, Parkwood Church is able to offer this position for 35 hours per week for a period of eight weeks beginning in mid-June.

Applicants must be either Canadian citizens or have permanent residency in Canada, or be protected refugees. Applicants must be between the ages of 17 and 30 years of age and be legally entitled to work in the Province of Ontario.

Any inquiries may be directed to either the Minister or the Administrative Assistant through the church office at office@parkwoodchurch.ca

The application deadline is Friday, June 4, 2021 at 12 noon. Applications are to be submitted by e-mail to office@parkwoodchurch.ca

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