

# Gloucester Presbyterian Church

91 Pike Street, Ottawa, Ontario K1T 3J6 | 613-737-3820, 613-701-3804

## Program Assistant 2021

Looking to work in a vibrant and diverse church community? It may be closer than you think. Gloucester Presbyterian Church, Ottawa, is seeking an enthusiastic, self-motivated young adult who is passionate about supporting children, youth, and families to work as a Program Assistant.

The Program Assistant will work collaboratively with others to design and deliver virtual programs for kids aged 4-11 years, youth aged 12-17 years and families. He or she will also be involved in the delivery of creative outreach events for families in the church and neighborhood. The prospective applicant will help perform some in-person administrative tasks such as filing, telephone answering, bulletin preparation, collecting mail, preparing outgoing mail and updating material for files. These activities will be supervised jointly by the Youth Leader and Church Secretary. The prospective candidate will also be adequately supported and mentored by the Minister.

The Program Assistant will understand and carry out his/her duties in accordance with the Mission of Gloucester Church: ***"We are learning to love and follow Jesus and to bless our neighbors."*** We expect the successful candidate to demonstrate a mature faith in Jesus and be committed to personal spiritual growth. As many of our programs are run collaboratively with other church leaders, we expect the Program Assistant to be comfortable working in teams and independently. Also, as a diverse congregation of followers of Jesus, we require the Program Assistant to be comfortable working with people from different backgrounds and cultures.

The ideal candidate must possess some experience in organizing online meetings on Zoom and a good knowledge of Microsoft Office Suite. Skills and competencies in social media usage and web site design are considered assets.

As part of the requirements of the Federal grant that made hiring for this position possible, applicants must be Canadian citizens or permanent residents or protected refugees. Applicants should also be between the ages of 18 and 30. The position of Program Assistant will be for 12 hours weekly for a period of 23 weeks, beginning in June. The hourly remuneration will be \$14.25.

**Application deadline is June 18, 2021 at 5 pm.** To apply or make further inquiries, please contact us via email at [officegpchurch@gmail.com](mailto:officegpchurch@gmail.com)