Canada Youth Fall/Winter Grant
Tenth Families Assistant

Hours/Status: 2 positions available – 16 Hours/week for up to 16 weeks (October 2020 to February 2021, start and end date flexible)

Primary Job Responsibilities: The *Tenth Families Assistant* provides support to Family Ministries at Tenth Church which includes Children's, Youth, Young Adults, and Parent Ministries.

Working Relationships: Reports to the Family Pastor, collaborates with the Tenth Kids and/or Creo Student Ministries teams

Responsibilities:

- Provides administrative support to the Tenth Families team (filing, data entry, record keeping)
- Helps organize and implement events for the coming year
- Will help organize and put together Tenth Kids Activity Boxes
- Assists with Tenth Kids online programming
- Assists the Tenth Families team in planning and preparation for the 2020-2021 ministry year
- Provides vacation coverage for Family ministries team as needed

Required Skills and Experience:

- Must meet the guidelines for the Canada Youth Summer Jobs Grant (see below)
- Possess an authentic faith and walk with Jesus
- Previous experience with children and/or youth
- Ability to work well with a team
- Able to organize resources as well as manage goals and timelines
- Administrative ability and attention to detail
- Strong computer skills (Word, Excel, PowerPoint, Publisher)
- Flexible schedule and attitude
- Proactive and takes initiative
- Supportive of Tenth Church's mission, vision and values
- Read, understand and comply with Tenth Church Staff Handbook

Eligibility Criteria

- be between 15 and 30 years of age at the start of the employment;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.