



2022 SUMMER JOB POSTING

2459 Islington Avenue, Toronto, ON M9W 3X9 416-741-1110

POSITION TITLE: Summer Administrative Assistant

EMPLOYER: Rexdale Alliance Church

Rexdale Alliance Church (RAC) is located in the North West of Toronto, Ontario, Canada. We are a diverse church serving in a multi-ethnic community for over 60 years. Our mission is: "To connect Rexdale to Jesus and His mission". Please visit our website at www.rexdalealliance.ca for more information. RAC is a member of The Alliance Canada.

POSITION SUMMARY:

We are looking for a well-organized and task-oriented person with great attention to detail to assist our Operations Department. Bring your passion and energy to help us accomplish our mission to be a church that makes a positive impact in our local community.

This is an onsite summer contract position for 9 weeks and 35 hours per week. The position is responsible for doing a variety of administrative tasks some of which may require creative or design elements. This position provides support to staff, volunteers and members of the church and local community. The position reports to the Office Manager. The rate of pay for this position is \$15.00 per hour. The anticipated start date is June 20, 2022.

This contract position is being funded through Employment and Social Development Canada's "Canada Summer Jobs" program. It is a 9-week contract position for 35 hours per week. All candidates must meet the eligibility requirements of the Canada Summer Jobs program.

DUTIES AND RESPONSIBILITIES:

- Reception and office support duties
- Communications tasks
- Filing and organizing of archived materials
- Updating congregant information in church management system
- Scanning of documents to digital formats
- Helping to sell used items on Kijiji or Facebook marketplace
- Assisting with event planning
- Research and provide options for special projects
- Revamping internal display boards
- Other tasks as assigned by the Office Manager

COMPETENCIES AND CHARACTERISTICS:

- Strong attention to detail.
- Good interpersonal communication skills
- Able to prioritize work to effectively meet deadlines

- Able to work independently and utilize time efficiently
- Must be able to maintain strict confidentiality with regard to handling of private or confidential information
- A motivated self-starter who works collaboratively as part of a team
- Excellent verbal and written communications skills including email and other written correspondence
- Professional and service-oriented attitude
- Strong organizational and administrative skills

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS:

- Minimum completed grade 11
- Proficient keyboarding skills
- Proficiency with Microsoft Office Suite products

DESIRED BUT NOT REQUIRED:

- A personal relationship with Jesus Christ characterized by a desire for continued personal growth and development within a Christian workplace.
- Previous office administration experience
- Familiarity with Canva
- Experience with database or customer management systems
- Valid Ontario driver's license

Please submit your resume to: hr@rexdalealliance.ca by FRIDAY, May 27, 2022

We thank all interested candidates, but only those selected will be contacted.

Please note: An offer of employment for the position of Summer Administrative Assistant at Rexdale Alliance Church is conditional upon successful completion of a pre-employment background check and vulnerable sector police check