

Each year *the bridge* has employment opportunities for students to develop many skills that are relevant for ministry and the workplace. They allow you to develop some valuable skills for the future and, most of all, you'll make an impact in others in a meaningful way.

This position is a part of the "Canada Summer Jobs" program. Applicants meet the Canada Summer Job's eligibility criteria listed below.

Eligible participants must:

- (a) be between 15 and 30 years of age at the start of employment;
- (b) be a Canadian citizen, permanent resident, or person with official refugee status for the duration of the employment;
- (c) have a valid Social Insurance Number and be legally entitled to work in Canada at the start of employment; and,
- (d) **work 30 hours per week for the consecutive weeks mentioned below.**

Summer Student Employment Opportunities:

*Please note that this job posting is **pending approval** through the Canada Summer Job program. We will provide updates on the status of approval as soon as they become available. Individuals in these roles will be providing support both remotely and in person at gatherings/events.*

Young Adults Ministry Admin. Assistant (8 weeks, starting beginning of June):

- Provide administrative and program support for the young adults' ministry, this includes YA.Nights, summer socials, and other ministry programs / events. This includes creating registration forms, communication of events, set-up / tear-down for events, and other related administrative responsibilities.
- Organize and maintain ministry files and database.
- Update and main the content on the young adults and pre-marital counselling website.
- Regularly post on various social media platforms.
- Submit and update calendar, room booking and communication requests.
- Assist with the preparations required for the fall 2023 ministry year, assisting with finalizing moving into the new YA space
- Participate in the summer camps at the church as a camp counsellor.
- Help with other summer church events as required.

Children's Ministry Administrative Assistant (8 weeks, starting the middle of June)

- Provide administrative support for the children's ministry/programs at *the bridge*.
- Send out weekly email communications to families, keeping them informed about upcoming events, program updates, and important announcements.
- Assist with the registration process for children's programs and events, ensuring accurate and updated information in the database.
- Participate in the weekly Sunday ministry for Kidzone, assisting with activities, teachings, and supervising children as needed.
- Help run summer camps by serving as a camp counsellor and assisting with related administrative duties as required.

- Collaborate with the Children's Pastor in preparations for the Fall Ministry year, including program planning, scheduling, and logistics.
- Aid in organizing and preparing the new children's space in the church building for the fall, ensuring it is welcoming, organized, and equipped with necessary resources.
- Assist with any other potential summer events that may arise, contributing to the overall success of the children's ministry.

Camp Counsellor (8 weeks, starting the middle of June)

- Assist in the operation and coordination of various summer camps at *the bridge*.
- Attend trainings with staff and camp partners to ensure a thorough understanding of camp procedures and guidelines.
- Encourage and support the engagement and active participation of children in camp programs and events.
- Assist with administrative duties related to summer camps, including registration, paperwork, and record-keeping.
- Aid in the preparation and setup of the camp facilities for summer programs, ensuring a safe and welcoming environment for children.
- Participate in the weekly Sunday ministry for Kidzone, assisting with activities, teachings, and supervising children as needed.
- Collaborate with the Children's Pastor in preparations for the Fall Ministry year, including program planning and logistics.
- Assist in organizing and completing the setup of the children's space, ensuring it is well-organized and structured for optimal functionality.
- Assist in any other potential summer events that may arise, contributing to the overall success of the children's ministry.

Camp Coordinator (8 weeks, starting the middle of June):

- Help coordinate and administer the summer camps at *the bridge*, including scheduling, daily administration and operations of the camps.
- Provide leadership for other team members and volunteers for the camps. Attend training with camp partners as required to support the daily operations of the camp programs.
- Participate as camp counsellors, providing support and encouragement to kids in order to have a positive and engaging experience.
- Help prepare for and participate in weekly programming for the children's ministry, providing administrative and program support as required. E.g. preparation of curriculum / supplies, worship, teaching, check-in/check-out, etc.
- Help with other Kidzone and church summer events as required.
- Assist with the preparations required for the fall 2023 ministry year.

Connections Admin. Assistant (8 weeks, starting the beginning of July):

- Provide administrative support and coordination for adult programs offered by the church. This includes submitting and updating calendar, room booking and communication requests.
- Work with the Discipleship Pastor to help people learn more about the church and engage in the discipleship journey through programs and classes offered by *the bridge*.
- Works with the Connections Pastor to ensure people are connected into the church and its various events/programs.
- Update data into the CRM pertaining to programs, classes, attendees and new guests.
- Work with supporting teams to coordinate promotion and marketing needs for programs.
- Create and prepare materials and other needs for registered participants.
- Communicate and follow-up with program participants before and after programs.

- Assist program facilitators with administrative and tech support needs.
- Assist with volunteer coordination.
- Help organize and prepare the new connections / cafe space in the church for the fall ministry season.
- Assist with summer church events as required.

Communications Assistant (8 weeks, starting the beginning of July):

- Help manage the administrative needs of the communication department.
- Assist with the development and implementation of our online digital media strategies. This includes work our social media, and online community platforms as well as web, email and app strategies.
- Help prepare and send communication to staff, vendors and/or volunteers.
- Process incoming communications / marketing requests.
- Project manage communication request and tasks with Freedcamp (project management software).
- Update the church website as required.
- Provide general administrative support for reports (e.g. church engagement, attendance, etc.)
- Generate and organize social media post.
- Create weekly sermon slides and update sermon page on website and within bridge Central.
- Prepare print items as required.
- Prepare / update the weekend eletter, giving report, etc.
- Manage bridge church app nonfictions.
- Work on templated graphic designs in Canva.
- Assist with other administrative and communications task as required.

Groups & Care Ministries Admin. Assistant (8 weeks, starting the middle of June):

- Provide administrative support to the Care Ministry at *the bridge*, and its related care / counselling programs. This includes providing support to the care ministry team members.
- Submit and update calendar, room booking and communication requests for the ministry.
- Help organize Summer team appreciation events.
- Follow-up with Christmas Cheer and Seasonal Group participants.
- Provide support for OnMissions as required.
- Update Seasonal Group information in preparation for our Fall Ministry Season.
- Work with Seasonal Group and Care ministries participants in gathering stories and schedule video recordings of stories in partnership with the communications team.
- Assist with the Angel Tree project – Summer communication with the families / children and phone follow up.
- Research content for our resources page for each of our Seasonal Groups and assist with research for our curriculum development.
- Participate in our team meetings and take an active role as a team member.
- Assist with communication needs / requests for ministry and its programs.
- Assist with and participate in other care ministry programs or church summer events as required.

Office Assistant (10 weeks, starting the middle of June):

- This position will report to the Office Co-ordinator and work closely with the Facilities Co-ordinator.
- The Assistant will help provide administrative support by providing front-line assistance and customer service for the church, including reception / administrative services to those visiting and contacting the church.
- Assist with church events by providing administrative support and helping with event setup and teardown.
- Help with office supplies and other church inventory management such as AV and IT.
- Help maintain the database, updating contacts, groups, registration forms, inventory management for room booking requests, etc.

- Provide administrative support and assist with basic AV and event set-up/tear-down for Sunday services, church events and programs (e.g. summer camp, community events, etc.).
- Work with the Facilities Co-ordinator to organize and prepare the furniture / ministry resources for the building, including inventory, storage of furniture and supplies, set-up, etc.
- Assist with upkeep of grounds such as weeding of gardens as required.
- Assist with other related administrative projects as needed.

Worship Assistant (8 weeks, starting the beginning of July):

- Help plan and participate in the weekly music and production needs of the church, as well as other church worship events and ministry events as required.
- Weekly stage prep for Sunday Gatherings: running instrument/mic lines, setting up iPads, setting up instruments, preparing battery packs, music and guitar stands in position, etc.
- Assist in broadcast mixing: from fine-tuning the audio mix with our current audio technicians, to training the broadcast team on best ease-of-use practices.
- Catalog and inventory all production and music equipment, both in the shared space of The Olive Branch as well as in storage at *the bridge*.
- Assist the Creative Arts Pastor in the preparation of any production and music equipment transfer/ setup for the fall ministry season.
- Execute weekly on production team, if not on schedule for worship team.
- Music: Assist in inputting weekly music charts, rehearsal mp3s, and service info into PCO for worship team resources.
- Partner with Worship Pastor / worship leader, to construct and plan weekly Wednesday walk-throughs, resourcing for the worship team (which includes creating all vocal and band arrangements notes).
- Partner with Worship Pastor and ministry lead team on planning new songs to introduce to the church, as well as assisting in arranging and recording new arrangements as needed.
- Execute weekly on worship team, if not on schedule for production team.

Youth Ministry Program Coordinator (10 weeks, starting the middle of June):

- Provide administrative, event and communication support to the youth ministry and its programs both in the summer, and in preparation for the fall ministry year. This includes organizing files, updating database, calendarizing, event planning, room booking requests, registration forms, etc.
- Help organize events by creating registration forms, check-in for events, room booking requests, scheduling, etc.
- Assist with Sunday mornings. This may include teaching, facilitating small groups, games, etc.
- Participate in the summer camps at the church as a camp counsellor.
- Help with the communication needs of the ministry. This includes helping update the youth webpage, youth social media, youth ministry on the church app, general communication / promotion for youth programs and events, etc.
- Help prepare ministry the new youth space in the building. This may include moving boxes, supplies and furniture.
- Attend meeting and provide support for youth volunteers as required.
- Assist with other church summer events as required.

the bridge invites fully qualified candidates to apply for the following position(s), however Canadian citizens and permanent residents will be given priority. *the bridge* is committed to providing accommodations for people with disabilities and will work with you during the selection process if this is required. All applications will be reviewed but only those selected for interviews will be contacted.

To apply for the position(s) above, please email your cover letter and résumé to Cynthia Yoon, Director of Administration at careers@thebridgemarkham.com.