

**Job title: Programs Assistant, Cordova Bay United Church 2026 Canada Summer Jobs Program**

Hourly wage rate: Starting at \$20 per hour.

Length: June 1– August 28, 2026 (13 weeks); 30 hours per week.

**Pre-Requisite Skills:**

1. Current Criminal Record Check.
2. Canada Summer Job Program requirements: age 15-30, valid Canadian Social Insurance Number (not beginning with “9”).
3. Able to work independently, including from home, utilizing technologies to perform job requirements.
4. Able to adapt to change and to incorporate feedback into job performance.
5. Computer skills, such as word processing using MS Word, keyboarding, spread sheet, electronic mail, digital presentation programs (e.g., PowerPoint, Publisher, etc.), electronic meeting programs (e.g., ZOOM), and social media platforms, (e.g. Facebook, YouTube).

**Tasks and responsibilities:**

The Programs Assistant will:

1. Assist in the administration of the Church office, working on-site and occasionally from home:
  - a. Support the Ministers, members of the church, and visitors via in person, electronic, telephone, and written communications.
  - b. Ensure a welcome, safe, and organized reception is provided.
  - c. Assist with general office management including filing, correspondence, ordering office supplies, record keeping, weekly announcement bulletins, etc.
  - d. Attend weekly planning meetings.
  - e. Assist in the production and communication of worship materials, such as preparing print and electronic materials for services, live-streaming, and special events; weekly orders of service; PowerPoint presentations; weekly announcements; promotional materials; editing and graphics for worship services; etc.
  - f. Working with the Audio-Visual Team, assist with production of the live-streamed worship service including arranging props, script preparation, and posting to social media.
  - g. Help liaise with multiple community programs including the ‘Adult Day Program’ for seniors run by the Vancouver Island Health Authority, Boy Scout and Girl Guide programs, yoga and fitness programs, community choirs, dance groups, etc.
  - h. Assist Minister and Committee Chairs in organizing volunteers and planning events for multiple support projects and activities.
  - i. Support the ministerial team in their provision of spiritual support and services to the congregation and community, including but not limited to, production of audio-visual/livestreaming and in person materials, arranging props, helping post to social media accounts, helping maintain the website, Facebook and YouTube accounts, making telephone contacts, shipping materials to members who may be vulnerable, isolated or are shut-in seniors, and being the initial contact for newcomers to the church building.

- j. When requested assist the Minister, Committee Chairs, and other groups with bookings, use of online meeting platform (ZOOM), and special projects.
2. Assist the Minister and the Children and Youth Program Coordinators in implementing the summer program for children and youth:
  - a. Help to prepare programs for children and youth, under the guidance of the Minister and Children and Youth Program Coordinators. These programs may utilize in- person and online activities to work with children and youth.
  - b. Help to prepare for Messy Church or similar programs, a program for children and youth, with their families, to explore faith through creative activities, and celebration/worship. Creativity and use of electronic methods to connect as a group are required.
  - c. Assist with meetings, including virtual, and activities for youth groups when requested.
3. Assist the Communication team to maintain, revise, and update the Cordova Bay United Church website, online materials, and social media profiles, (e.g.: YouTube, Facebook).
  - a. Work with the Communication team to add upcoming events, important information, weekly reflections, church services, and announcements, videos, etc. to the website, YouTube, and Facebook pages.
  - b. Work with the Minister to maintain and update the digital signage.
  - c. Under the supervision of the Communications Chair, work on improving the Cordova Bay United Church website.
  - d. Provide technical assistance and opportunities for seniors to seek help and learn from their technical questions related to personal digital devices and apps. This might include one-on-one help, written information, reliable online information, etc.
4. Plan and implement a food security project focussed on children and seniors. The purpose of the project is to enable a variety of age groups to learn about food security, growing food within the southern Vancouver Island, environmentally sound food growing methods, and environmental advantages of local food sources.
5. As part of the ongoing process, review the Church's emergency preparedness procedures, equipment, and protocols. If required, revise and update the processes, and develop communication tools for congregation and community user groups.
6. Provide support for a congregation of mainly seniors, esp. senior seniors.
  - a. learn, with support from mentors, about approaches to dealing with seniors and how to listen to their concerns.
  - b. provide technical/digital support/references for local seniors needing help with basic digital problems-e.g. how to use Facebook, how to change a password, what to do if they think they may have been scammed, etc.
  - c. in conjunction with the Supervisors and Mentors, set up a weekly program to offer technical support to local seniors who require help with simple, basic digital problems or questions.

CBUC CSJ Programs Assistant Job Description April 21, 2026

7. Work with Committee Chairs on special projects when needed and following discussion with the supervisor and mentors.
8. Other relevant and appropriate duties determined through negotiation during the employment period.

### **Supervision plan**

The Chair of the Ministry and Personnel will provide a supervisor for the Programs Assistant, (PA), to ensure the PA is supported and enabled to carry out the tasks and fulfill the responsibilities. The supervisor will meet with the PA once a week via electronic tools, telephone, or in person, depending on the needs of the PA. At the end of the project, the supervisor will conduct a formal performance evaluation with the PA and will provide feedback.

### **Mentoring plan**

The Minister, the Office Administrator, and the Children and Youth Coordinators will be the mentors for the Programs Assistant, (PA). The PA will undergo training and orientation provided by the mentors and supervisor and will work with one or more mentors. The youth and the mentors will set goals together in the development of core skills such as client service, teamwork, communication, digital skills, and leadership.

### **Health and safety practices in the workplace**

The Programs Assistant, (PA), will be provided with information on workplace hazardous materials by using web links and online or print resources.

The PA will be provided with a security code to the building, will become familiar with all the entry and exit points of the building, and be informed of the emergency preparedness procedures. The PA may sometimes work from home.

The PA will become familiar with best practices and risk management when working with children and youth. The PA will be informed of safety practices when working inside the building and in the outdoor area of the building. The PA will be provided with protective equipment when working outdoors or as required, to meet health and safety standards.

We are an inclusive community in which harassment, discrimination, and unhealthy work environments are not tolerated. The PA is encouraged to report any concerns to the supervisor or mentors. Any reported incident is immediately reviewed and, if required, remedies applied.