

**Logos Baptist Church Mississauga
Summer Intern 2023 (one position)
(Canada Summer Jobs Program)**

Qualifications:

1. Post Secondary Student with full-time enrollment in the previous academic year
2. Be planning on returning to school full time in the next academic year
3. Be between 15 and 30 years of age at the start of the employment
4. Church Member
5. Canadian citizen or permanent resident
6. Legally work in Canada
7. Basic Security Clearance

Requirements:

1. Assist in Material preparation and online production for Vacation Bible School
2. Assist in ESL administration work and phone calls for inquiry
3. Conduct daily office tasks including paperwork, photocopying and answering phone calls
4. Prepare online materials for PowerPoints, forms, and handouts for Church Council Departments, Pastors, and Sunday school teachers.
5. Assist in the development of community survey projects such as grocery runs and food bank participation
6. Assist in IT support and Church Web Revitalization and teleconference setup Projects
7. Work independently; Repetitive tasks
8. Demonstrate Reliability; Organized; Collaborative; Efficiency; Positive attitude; Time management
9. Possess some knowledge of computer skills and MS software such as Excel, Word, PowerPoint.
10. Perform special tasks as required

Period of Employment, Salary and Deadline:

1. \$15.50 hourly and 35 hours per week
2. Mandatory eight consecutive weeks between Jun 5 and Aug. 29
3. If interested in applying, please forward the resume to Richard Leung at recruitment@lbcm.ca. The application deadline is May 14, 2023.