



mission canada

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Mission Canada Resources Development and Communications Assistant

Employment term: May 6, 2024 – August 23, 2024

Reports to: Mission Canada Strategic Manager (or designate)

Role Summary:

This role is for a post-secondary student interested in Christian not-for-profit ministry. Mission Canada is the domestic Mission agency and network of the Pentecostal Assemblies of Canada (PAOC). This role would offer a summer of experience in working alongside the PAOC in Mission Canada within the current missional priorities. (The next generation of children, youth, campus ministry; Quebec and Francophone Canada, Indigenous Peoples, Urban Ministries, New Canadians).

Tasks:

- Mission Canada has several working groups that are engaged in development and coordination of available resources to local churches, districts. This student would work alongside working groups of experienced leaders in the discernment of current needs and development of new resources and strategies.
- Assist in the development of fund development materials and promotions of priorities.
- Assist where needed in the PAOC national conference and Mission Canada events (May 2024) and other summer events and planning for the fall of 2024.
- Assist in the execution of the communication strategy including social media content.

Qualifications: Post-secondary student, French skills are an asset

Core Competencies: Be a mature leader, skilled in development of resources, social media skills, committed to the growth of others. Demonstrate servant leadership, mentoring aptitude. Have appropriate background in a non-for-profit environment. Demonstrate a comprehensive understanding and appreciation of the PAOC and its aims and goals.

Eligibility Requirements:

This is a Canada Summer Jobs position. In accordance with the Canada Summer Jobs 2024 requirements, to be eligible you must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the immigration and Refugee Protection Act.
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International students are not eligible participants. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.



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Start date: April 22, 2024

End date: Aug 31, 2024

Number of weeks: 18

Hours per week: 35

Hourly rate: \$20.00

Mission Canada welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

PAOC is a Christian organization that engages in Christian ministry, serving the Christian community. This position is an important role in carrying out PAOC's mission and it is critical that your beliefs and conduct are consistent with the beliefs and conduct standards of PAOC. Therefore, it is a requirement of this position that your beliefs and conduct adhere to PAOC's Mission Statement, Core Values, General Constitution and By-Laws, the Statement of Fundamental and Essential Truths, and any other document that may be established by PAOC regarding standards of conduct.

To apply for this position, please email a cover letter and resume to missioncanada@paoc.org