



2450 Milltower Court, Mississauga ON L5N 5Z6

Fellowship Services Division

Position: Pension Plan Administrative Assistant

Location: Hybrid or in-person at 2450 Milltower Court, Mississauga, ON.

Terms: June 3/24 to August 30/24 (13 weeks); 35 hours a week.

Hourly Rate: \$20.00

Start Date: Immediately

Established in 1938, PAOC's defined benefit (DB) pension plan was designed to help credential holders and staff of local PAOC assemblies and affiliated ministries build a secure financial future in conjunction with benefits from government sources, personal savings, and investments. The Pension Plan comes under all applicable legislations the same as any other pension plan operating in Canada. It is a multi-employer plan, with participating employers across Canada.

Eligibility Requirements

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

- Between 15 and 30 years of age at the start of the employment.
- A Canadian citizen, permanent resident, or a person who has been granted refugee status in Canada under the *Immigration and Refugee Protection Act*.
- Legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International Students are ineligible.

Reporting to the Pension Fund Benefits Specialist, Fellowship Services is looking for a creative and highly motivated student, currently in a Marketing program at a college or university, who would like to use their skills to assist with promotion of the pension plan.

Responsibilities include, but are not limited to:

- Creating and administering a short survey to find out what non-DB churches are doing to help their staff save for retirement.
- Enhancing Pension Plan marketing by creating/designing new material for a younger age group.
- Researching (advertising material that other DB plans utilize, etc.)
- Reviewing the pension plan's current material such as our newsletter and membership information booklet to be able to give creative suggestions for improvement.
- Tasks, as assigned, for the Pension Plan's Mortgage manager.

- Assist with follow up of employers who may have missed pension contributions.
- Willingness to take on other tasks, as assigned, that relate to the pension plan.

Qualifications & Required Skill Set:

- Currently enrolled in a Business and/or Marketing program at a college or university level.
- Ability to manage confidential information.
- Excellent written and verbal communication skills.
- An understanding of the basics of a multi-employer, defined benefit pension plan, or willingness to learn.
- Familiarity with a variety of marketing techniques that could be used to promote the pension plan to a variety of age groups.
- A good aptitude for computer technology, with a knowledge of software applications such as Adobe Acrobat and Excel.
- Self-motivated and able to work independently, resourcefully, and with minimum oversight.
- Excellent organizational and time management skills.
- A proven commitment to Christian service. As an employer, we are a special interest organization that serves people of a particular religious creed.
- General knowledge of The PAOC.

The PAOC 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 Sharon Morgan, Senior HR Manager at sharon.morgan@paoc.org