



Job Title: Administrative Assistant

Organization: St. Peter's Church Erindale

Supervisor: The Incumbent, or her designate

Duties: Provide assistance in the church office and the Deacon's Cupboard (Food Pantry) which may include...

- Assisting with filing and data entry.
- Providing current information on low cost recreational and cultural activities.
- Organizing food drives and a back-to-school project for children of the Deacon's Cupboard, as needed.
- Providing general church office support with phones, communications, and inventory audits.
- Help lead the children's summer camp (July 2-5).

Skills:

- **Adaptability:** the ability to achieve or adjust goals and behaviours when change occurs by planning, staying focused, persisting, and overcoming setbacks.
- **Collaboration:** contribute and support others to achieve a common goal.
- **Communication:** Receive, understand, consider, and share information and ideas through listening, speaking and interacting with others. Some information received is confidential and discretion is required.
- **Creativity and innovation:** Imagine, develop, express, encourage and apply ideas in ways that are novel, unexpected or challenge existing methods and norms.
- **Digital skills:** use digital technology and tools to find, manage, apply, create and share information and content.
- **Numeracy:** Find, understand, use and report mathematical information.
- **Problem Solving:** Identify, analyze, propose solutions and make decisions.
- **Technical skills;** develop capabilities that relate to the practical or mechanical side of an activity.

Hours:

- Tuesday-Friday, 31 hours per week
- Dates of position: June 4th 2024- August 9th 2024

Hourly Wage: \$16.55

Organization Description: We are a church that serves the congregation and community through worship, rites of passage, food bank, children's programs, musical events, ministry to the homeless, educational events, care for senior homes and hospitals all within the framework of our Anglican and Christian faith. We have been active in Mississauga since 1825 and value the ability to care for those in need around us.

How to Apply:

- Email your cover letter and resume to Rev. Roshni Jayawardena at rector@stpeterserindale.ca by Monday May 13th, 2024
- If you have any questions you can email or call 905 828 2095 ext. 51
- The successful applicant must be willing to adhere to the screening requirements of the Diocese of Toronto.

This summer job opportunity is funded by a grant from the Canada Summer Jobs Program. Eligible applicants must have the legal status to live and work in Canada and be between the ages of 16-30. We welcome applications from Black and other racialized people, Indigenous persons and 2SLGBTQ+ persons. Applicants are encouraged to self-identify.