

Summer Youth & Communications Assistant

Employer: First Baptist Kelowna

Duration: 9 weeks (Summer 2025)

Hours: 30 hours per week

Job Purpose:

To support the delivery of Next Generation's ministries programming and contribute to the improvement of church communication strategies and visibility, providing valuable work experience and skill development opportunities to a youth participant through the Canada Summer Jobs program.

Reporting Structure:

Reports to the Associate Pastor, Next Generations Ministries (approx. 20 hrs/week) and the Lead Pastor, Communications and Special Projects (approx. 10 hrs/week).

Next Generation Ministry Support:

Under the direction of the Associate Pastor:

- Assist in the planning and implementation of summer programs for children and youth, including camps, clubs, and special events
- Lesson Planning and teaching in Kids Club Sundays.
- Oversight of programming during Assistant Pastor's Sabbatical.
- Support the coordination and execution of the SERVE youth trip.
- Engage and supervise children and youth in program activities.
- Provide administrative support for ministry programs.
- Participate in regular supervisory meetings. (weekly)

Communication and Special Projects Assistance:

Under the direction of the Lead Pastor:

- Contribute to enhancing the church's digital communication platforms (website, YouTube, streaming).
- Assist with the creation and updating of physical communication materials (e.g., church sign).
- Provide recommendations and support for improving overall church visibility and communication strategies.
- Work on miscellaneous projects aligning with the employee's skills and interests where beneficial to church communication efforts.
- Participate in regular supervisory meetings (biweekly)

Eligibility Requirements (as per Canada Summer Jobs Program):

- Be between 15 and 30 years of age at the beginning of the employment period.
- Meets requirements of Canada Summer Jobs Program

Qualifications:

- Ability to work effectively with children, youth, and adults.
- Basic understanding of or willingness to learn about ministry programming and/or communication methods.
- Basic computer and digital literacy.
- Ability to work both independently and collaboratively.
- Flexibility and a positive attitude.