

## **Summer Administrative & Program Assistant**

**Employer:** First Baptist Kelowna

**Duration:** 9 weeks (Summer 2026)

**Hours:** 30 hours per week

**Start:** Jun 22, 2026

### **Job Purpose:**

To support the work of FBC through administrative assistance, program support, and facility support providing valuable work experience and skill development opportunities to a youth participant through the Canada Summer Jobs program.

### **Reporting Structure:**

Reports to the Lead Pastor, while working under the supervision of the Associate Pastor, Office Administrator, and Property Team

### **Administrative Assistance:                      10 hours week**

Under the direction and supervision of FBC Office Administrator, provide administrative support by:

- Contributing 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).
- Work on miscellaneous projects aligning with the employee's skills and interests where beneficial to church communication efforts.
- Office Reception and clerical tasks.
- Coverage for admin holidays.
- Website management and refresh, assist with social media presence.

### **Program Support:                                      10 hours week**

Under the direction and supervision of the Associate Pastor, provide program support by:

- Helping set up and prepare for Kid's club programs.
- Being a support worker for summer day camps.
- Providing Youth group support by helping the youth leadership team plan and implement events.
- Other program support as they arise.

**Facility Support:                      10 hours week**

Under the direction and supervision of the Property team, provide facility support by:

- Facility improvement project participation.
- Odd jobs that help improve the facility.
- Facility grounds upkeep and maintenance.

**Eligibility Requirements (as per Canada Summer Jobs Program):**

- Meets requirements of Canada Summer Jobs Program.

**Qualifications:**

- Ability to work effectively with a variety of demographics.
- Basic understanding of or willingness to learn about event programming and/or communication methods.
- Basic computer and digital literacy.
- Ability to work both independently and collaboratively.
- Flexibility and a positive attitude.