

## Summer Post-Secondary Ministry Worker 2024

MCBC English Ministry is looking for an adult between 20 and 30 years old to serve in the English and post-secondary ministries remotely from church and home and who is interested in developing ministry and working skills in a church environment. Please email a cover letter and resumé to Pastor Freddy at [freddy.lam@mcbc.com](mailto:freddy.lam@mcbc.com).

### Areas of Responsibilities

#### I. English Ministry (General)

##### *Specific Responsibilities*

- Help with summer spiritual retreat preparation and follow-up
- Clean up the English Ministry folders and subfolders and name the contents
- Coordinate and plan Faith+life seminars on financial planning, health, investment, and career planning with specialists.
- Coordinate and plan Small groups' appreciation lunch and prepare fall small groups training content

#### II. Post-Secondary Ministry

##### *Specific Responsibilities*

- Participate in Post-secondary Community on Fridays
- Facilitate discussion using existing media and written contents
- Coordinate one outreach project to serve the community with young adults
- Connect with other post-secondary young adults not in the community for caring purposes

### Qualifications

#### *Characteristics*

- Passion for post-secondary students with some knowledge of their culture
- Work well with young adults
- Well-Organized
- Teachable and willing to try new things (think outside the box)
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#### *Skills*

- General people skills: conversant with young to mature adults
- Basic Research and Planning Skills an asset
- Technical skills: Google or Office Suites (Docs/Word, Sheets/Excel, Slide/PowerPoint), and Graphic programs: Adobe/Canva.
- Optional: Website development and/or graphic design skills in WordPress

## **General Requirements**

- Must be between 20 and 30 and eligible to work in Canada.
- Must be fluent in English.
- Must be able to work flexible hours.

## **Work Hours Expectation**

- Working period: June – August 2024 (8 weeks)
- 35 hours/8 weeks = 280 hours total
  - on English Ministry (General)
  - on post-secondary ministry
  - on caring for young adults outside of the existing community
  - on mentoring, consultation and prayer with the supervising pastor