

## **IT/Data Management Summer Worker 2025**

**Earliest Employment Start Date: June 2, 2025**

**Latest Employment End Date : August 30, 2025**

Employment Duration: 8 weeks

Hours per week: 35 hours

**Hourly rate: \$17.20**

### **Duties and Responsibilities**

- to assist to develop and implement strategy, architecture and designs of MCBC IT systems and applications;
- to assist in website integration, design and development, maintenance and upgrade, and provide scheduled data/information/file uploads;
- to manage and oversee database maintenance, including data inventory, data entry and archiving;
- to assist in the management of records, both in paper and electronic forms;
- to assist in testing, running, administering and improving existing/innovated data records processing applications;
- to assist in updating of membership data and records;
- to assist to administer, maintain and upgrade MCBC's hardware and software applications and technologies;
- to collaborate with ministries and departments to ensure a smooth, efficient and effective operation of ministry works;
- to work in harmony with staff and leaders/coordinators of various ministries;
- to perform duties as assigned by Senior Pastor, Church EO, IT Chair and/or responsible church leaders.

### **Qualifications and Skill Requirements**

- Familiar with and having experience in data and web site management, programming, software and/or hardware applications
- Problem-solving
- Team-oriented
- Committed and responsible
- Ability to work independently and multi-tasked
- Good time management and organizational skills
- Effective communication and interpersonal skills
- Ability to read or write Chinese will be an asset



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### **Candidate Requirements**

- Between the age of 15 and 30
- Have completed secondary education
- Be eligible to work in Canada

**Contact:** Philip Tsang

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