

Job Title: Community Services Assistant

Location: Toronto Jaffray Chinese Alliance Church
Number of Positions: 1
Date Posted: Sunday, May 17, 2009
Hours: 35 hours / week, 12 weeks
Salary: \$10.75 / hour
Effective Dates: June 8 – August 30, 2009
Contact Email: arthur.wong@tjcac.org

Qualifications:

- Must be a current or returning student of a post-secondary (college or university, high school graduate is also accepted)
- Must be a regular attendee and baptized member of T.J.C.A.C.
- Passion to do outreaching work with Jaffray's local community
- Good knowledge of computers, graphic design
- Leadership experience / ability is an asset
- Plan to Protect trained (next one is June 7th, 2009)

Job Description

- Work directly with the English Outreach Committee under Deacon Catherine Ngai
- Organizing and coordinating "Light on the Hill" (Wednesday Nights throughout July / August)
- Assist with other outreaching events in the summer
- Assist with Trail Mix Children's Camp in August
- Assists in office administrative duties e.g. preparing bulletins, answer the phone in a professional manner when needed, photocopying, etc.

Job Risks

- Minimal to none
- Light lifting may be required

Please submit your resume to Rev. Arthur Wong no later than **Sunday, May 31.**

**Toronto Jaffray Chinese Alliance Church
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