

# GRANT MEMORIAL BAPTIST CHURCH INC.

877 Wilkes Ave Winnipeg, MB R3P 1B8

## Job Description

Report To: Director of Children's Ministry/ Youth Staff Supervisor

Job Title: Youth Ministry Assistant – Short Term Position

### **Job Summary:**

The Youth Ministry Assistant is a term position, being responsible for completing various administrative and designated tasks regarding Youth Ministry. Duties will include assisting the staff in the Youth Ministry department prepare for Friday and Sunday Youth Ministry. It is important that the candidate is able to work independently and follow written instructions. General computer knowledge including Word and Google Drive are necessary.

### **Time Requirements:**

Term Position: January 2018 to June 30, 2018 - 10 hours per week.

General office hours are 8:30 to 4:30 Monday to Friday, alternative working hours will be required periodically to meet the requirements of the position.

### **Responsibilities:**

General responsibilities:

- Booking space for Youth Ministry programming
- Data entry for Youth Ministry attendance
- Weekly emails to parents and volunteers
- Internal communication between ministry areas
- Coordinating registrations for events and retreats
- Tracking inventory for snacks
- Shopping for supplies
- Photocopying

Other duties as assigned

### **Staff at Grant Memorial Baptist Church exemplify:**

- A sincere love for the Lord evidenced by lifestyle
- Regular attendance at weekly services
- Commitment to a small group
- Faithfulness in tithing
- Adherence to Doctrinal Statement of Faith, Core Beliefs & Lifestyle Commitment

### **Other:**

- Be able to interact with others and demonstrate the values of GMBC/LCS

Be available as opportunity arises to share faith, Bible scriptures and principles based on the Statement of Faith, Core Beliefs and Lifestyle Commitment, to pray with individuals and to actively communicate a belief in the Lord Jesus Christ

**Disclaimer:**

- The above statements are intended to describe the general nature and level of work being performed by personnel assigned to this position. They are not to be construed as an exhaustive list of all responsibilities, duties and skills required of the personnel. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

**To Apply:**

Please send the following attachments to [humanresources@grantmemorial.mb.ca](mailto:humanresources@grantmemorial.mb.ca) or by mail post to: Grant Memorial Baptist Church, 877 Wilkes Avenue, Winnipeg, Manitoba, R3P 1B8, Attn: Human Resources.

1. Resume
2. Cover letter
3. One pastoral reference
4. Please use 'GMBC Youth Ministry Assistant - Term' in the subject line of the email.

The applicants following the above requirements will be considered for this position.

**Closing date:** When position filled.