

## **Summer Administrative Assistant - Work Force**

### **YFC Winnipeg**

Contract / Full-time / Part -time

Youth for Christ Winnipeg is looking for a highly organized individual to serve in our Work Force Ministry as an Administrative Assistant in the Summer Work Force programs. The Work Force ministry serves to see every young person living fully in Christ by establishing a strong community for youth to experience, learn, and grow through employment experience, work skills training and development opportunities while discipling them towards a relationship with Christ and into a local body of believers.

A successful candidate for this position will recognize first and foremost that they will play a significant and vital role in the success of YFC Winnipeg; what you will do here will have an important impact on the young people who engage with the ministries at YFC. If you are passionate about changing the lives of youth and gifted in administration, organizing, and planning, then we would love for you to join our team.

#### **Responsibilities**

- Assist with planning any assigned summer program(s).
- Provide administrative support required to effectively implement each program such as but not limited to coordinating youth employment schedules, communication with job-site supervisors, and collecting and managing youth information, registrations, attendance, and evaluations.
- Support and work alongside the Work Force staff team, to ensure the successful implementation of programs and to give young people in the community opportunities to receive employment training and discover their potential.

#### **Requirements**

- Maintain a close, intimate relationship with God as a devoted follower of Jesus Christ.
- Be an active participant in the life of a local church.
- Affirm and support our organization's Community Covenant and Statement of Faith, and be committed to YFC's mission.
- Embrace YFC's core values with a strong heart for evangelism.
- Experience working with youth of different cultural and socioeconomic backgrounds would be an asset.
- Organized and creative.
- Take initiative, pay close attention to details, and be willing to adapt.
- Able to work well in a team and help out as assigned in order to help the Work Force programs run smoothly.

For more information or to submit your resume and cover letter, please contact Human Resources at [hr@yfcwinnipeg.ca](mailto:hr@yfcwinnipeg.ca).