



RE: Summer Student Applications 2024

Dear Potential Applicant:

Greetings from Encounter Church! We hope you are doing well. Thank you for your interest in joining our Summer Staff to minister to kids and to the community around us in Amherstburg.

We are pleased to offer several positions this year, such as Youth Development Coordinators (Kids & Jr.High), Digital Marketing Coordinator, Community Programs Director, Community Recreation Coordinators, Positions are available for those who are at least 15 years of age at the start date to the age of 29. Our summer students will help us to execute our camps with excellence and will need to be flexible and innovative as they will be required to reach children in new ways, as well as going out into the community to do outreach events. Please see the job descriptions on our website for full information on each position. The basic details for our camps are as follows, please be aware that you must be present for the entirety of all camp weeks and work days as per Canada Summer Jobs.

WEEK 1 – Stellar Space Camp

Dates: **July 15- 19** |
9:00am-4:00pm

Ages: For children Age 4 - Grade 8

Location: Encounter Church

WEEK 2 – Camp Firelight

Dates: **August 12- 16** |
9:00am-4:00pm

Ages: For children Age 4 - Grade 8

Location: Encounter Church

WEEK 3 – Jr.High Camp

Dates: **TBD**

Ages: For children Grade 5 to
Grade 8

Location: Encounter Church

**Subject to change*

The Application Process:

1. Apply

- Apply online by filling out our online questionnaire and uploading a Resumé in PDF format at <https://encounteraburg.breezechms.com/form/summer2024> by May 5th for all positions

2. Contact

- Only applicants who are selected will be contacted to continue the Application Process.

2. Interview

- Applicants who are asked to continue the process will be asked to book interview times.

3. Job Offer

- Selected Applicants will be contacted with a job offer.
- Applicants who were not selected will be contacted at this point to offer our regrets.

While we cannot hire every applicant, we do thank you for your interest. We are eagerly anticipating this Summer and believing that we will find the right student for each job.

Sincerely, *Pastor Daniella Coombe*

(Children's Pastor)

Digital Marketing Project Manager Job Description

Objective:

The main goal of the Summer Staff is to assist Encounter Church with fulfilling the mission of providing ministry for children & families in Amherstburg by preparing and executing quality programming to reach kids with the Gospel message of Jesus Christ in fun, creative and innovative ways. Under the direction of the Children's Pastor, Youth Pastor, and Lead Pastor. The Digital Marketing Project Manager, role is pivotal in orchestrating effective and innovative digital marketing campaigns. During the summer, they will use graphic design skills to create compelling promotional materials, utilizing Adobe Suite programs. Responsibilities extend to video creation through filming and editing, including social media videos like reels. The overarching goal is to establish and enhance the online presence of our company, fostering engagement within the community.

Job Details:

- Full-Time, Temporary Position
- Positions Available: 1*
- Anticipated Start Date: **Tuesday, July 2rd**
- Anticipated End Date: **Friday, August 23rd, 2024**
- Hours: **35 Hours per week for 8 weeks on average** (specific schedule will vary)
 - Sunday [9am-12pm], Monday - Thursday [9am-4:30pm]**
- Wage: \$16.55 per hour
- Due to the nature of the Canada Summer Job Grants, no vacation days will be given

****The available positions may vary depending on the number of Canada Summer Job Grants accepted.***

***** These items are by average. Each week your work hours will vary depending on the events planned for that given week (i.e. camp week, etc.).***

Job Requirements:

Successful candidates must:

- Be at least 15 years of age (by the start date)
- Have their own way of transportation to/from work
- Have their own devices to use at work daily
- Have knowledge of different Adobe Suite Programs
- Have a passion for children/youth and providing Christian ministry for them
- Have excellent organizational, communication and people skills
- Be flexible with changes and willing to adjust on the fly
- Have the ability to be innovative and creative in all that you do
- Be successful at working in a team environment and communicating within a team

Job Expectations:

Successful candidates are expected to:

- Be comfortable teaching the Bible and Bible-related activities
- Demonstrate integrity, grace and helpfulness toward other staff/volunteers
- Exhibit acceptance of all people involved in our programs despite differences
- Foster a sense of connection and community in all of your interactions
- Demonstrate respect in all of your interactions with others
- Complete the proper training for working with children

Job Responsibilities:

The *Digital Marketing Project Manager* shall perform all duties related to Church programming as assigned by the Pastoral Staff, including (but not limited to):

General:

- Assist on Sunday Mornings during our services on the Children's Ministry or Media Team
- Assist Pastoral Team with administrative duties
- Participate in regular staff meetings and other debrief meetings

Graphic Design for Promotional Material:

- Utilize Adobe Suite programs to create visually appealing promotional materials.
- Design graphics for digital and print media, ensuring consistency with brand guidelines.
- Collaborate with the team to convey key messages effectively through design.

Video Creation and Editing:

- Film and edit videos for various marketing purposes, including events, camps, and other items

Social Media Videos (Reels, Shorts):

- Conceptualize and create short-form videos for social media platforms, with a focus on trends like reels and shorts.
- Collaborate with the team to align video content with overall marketing strategies.

Online Presence Management:

- Establish and maintain a strong online presence for the company across various digital platforms.
- Monitor and engage with online communities, responding to comments, messages, and mentions promptly.

Content Strategy Development:

- Plan and schedule content releases across digital channels to maintain a consistent and engaging online presence.

Community Engagement:

- Foster engagement within the online community surrounding the company.
- Respond to feedback and inquiries in a timely and professional manner.

To Apply:

If you believe you are a good fit for those positions, please fill out our online application questions and then attach your Resumé with references in PDF format by **Sunday, May 5th, 2024.**

Link to application:

<https://encounteraburg.breezechms.com/form/summer2024>