



WE ARE HIRING

Life In Christ (LInC) Ministries is hiring in

**The Tri-Cities Area (Kitchener, Cambridge, Waterloo)
and the Greater Toronto Area (GTA)**
www.lifeinchrist.ca

PURPOSE OF THE POSITION

To serve different roles in the ministry, growing and creating campaigns and programs to benefit newcomers and refugees in the local communities.

BENEFITS OF THE POSITIONS

Expand your knowledge, develop leadership skills, communicate with various organizations and partners, and deliver educational sessions to newcomers and refugees in the local communities. The hourly pay is \$15.50.

MUST HAVE QUALIFICATIONS

- Must be 15–30 years old inclusive (Canada Summer Jobs qualification)
- Available to work full-time from July 2 – August 25, 2023
- Vulnerable Sector Check upon hiring
- Willing to work from home but available to work in person in the respective locations

We are looking to hire people to fit into four different jobs (details below). Successful candidates will be contacted shortly to conduct a first interview through ZOOM. Please apply as soon as possible, as the spots are limited.

**To apply, email us your resume and
note what location you are interested
in working at.**

LINC@LIFEINCHRIST.CA

- Able and willing to work with kids ages 5 – 12 years old
- Work with team members to create and implement an online method to deliver the children's program
- Excellent communication and interpersonal skills, both verbal and written
- Implement and develop program material that is accompanied by arts and crafts
- Leading daily activities and monitoring children
- Follow camp objectives, rules, policies, and guidelines
- Serve as a positive role model for children and teens
- Be punctual and organized
- Assist other team members when needed.



- Plan sessions for clients, including team sessions and one-on-one sessions.
- Ensure legislation, standards and guidelines are followed and the client's needs are met.
- Handle incoming and outgoing correspondence with clients, including phone calls, video conferences and emails.
- Develop and update the curriculum to provide relevant educational sessions to the clients.
- Assess, reflect, and write reports on the client's progress and what program improvements can be adapted.
- Deliver educational sessions and English lessons to a group of clients.
- Lead or assist in delivering fun and creative activities to the clients.
- Monitors planned actions by periodic follow-up.
- Establish a course of action by exploring options and setting goals with the client.
- Attend and participate in training, supervision, and team meetings.



- Review new technologies and keep the ministry at the forefront of digital marketing and advertising developments.
 - Co-create a work plan with team members to ensure the objectives of the work
 - are met in a step-by-step process.
 - Create, develop, and manage social media content that engages, builds, and
 - improves relationships with potential participants, donors, and the general audience.
 - Develop and maintain a content calendar to plan website and social media posts.
 - Keep current on the latest web and social media trends.
 - Research and write, reference posts and blogs on LInC Ministry's website.
 - Monitor the impact of social media campaigns and adjust as necessary.
 - Work with team members to write and create attractive email newsletters
 - through MailChimp.
 - Assist other team members when needed.
- Fill in a daily report of the tasks completed and any challenges you might be facing.



- Plan and deliver sessions for clients, including team sessions and one-to-one sessions.
- Handle incoming and outgoing correspondence with clients, including phone calls, video conferences and emails.
- Assess, reflect, and write reports on the client's progress and what program improvements can be adapted.
- Lead and/or assist in delivering educational and interactive activities to the clients.
- Monitor planned actions through periodic follow-ups, progress reporting and goal achieving.
- Establish a course of action by exploring options and setting short-and-long-term goals with the client.
- Attend and participate in training, supervision, and team meetings.
- Create and curate graphics to assist the various teams and to assist the different touchpoints
- Create, develop, and manage social media content that engages, builds, and
- improves relationships with clients, potential participants, donors, and the general audience.
- Work with team members to write content and create graphics for attractive email newsletters through MailChimp.
- Fill in a daily report of the tasks completed and any challenges you might be facing.

