

**SUMMER STUDENT EMPLOYMENT OPPORTUNITIES
St. James United Church**

St. James is accepting applications from students for the following summer positions

- Office Assistant
- Property Assistant

These positions are both for an eight-week placement and are subject to funding from the provincial government under the Student Work and Service Program (SWASP).

Eligibility

Students must meet **ALL** these criteria:

- Must be a Canadian citizen, permanent resident or refugee under *Immigration Refugee Protection Act*; and
- Must be planning to attend a post-secondary institution on a full-time basis in the coming academic year; and
- Must have been registered as a full-time student in the previous academic year; and
- Must be between 15 and 30 years old (inclusive); and
- May NOT hold another full-time job (30 hours per week or more) while on the SWASP placement; and
- May NOT be attending classes full-time while on the SWASP placement.

Remuneration

- Receive a \$1400 Tuition Voucher, redeemable at any recognized post-secondary institution upon completion of 280 hours; and
- Receive a \$1400 stipend over the course of the placement, paid weekly or bi-weekly.

Deadline for Receipt of Applications is Friday, April 26. Eligible candidates are asked to email their applications to info@stjamesuc.org to the attention of:

Clyde Flight, Chair
St. James Church Council
330 Elizabeth Avenue
St. John's, NL A1B 1T9

JOB DESCRIPTIONS

Office Assistant

Duties include assisting the Office Administrator with telephone and receptionist duties, opening and distributing mail, answering inquiries, organizing office spaces; updating historical role, confirming membership records; assisting with summer projects; preparing bulletins for church functions; providing assistance to the ministerial staff as required.

Property Assistant

Duties include assisting Custodian(s) with building maintenance and repair; cleaning, installation and removal of fixtures and furnishings; mowing lawns and maintaining grounds; providing upkeep, guardianship and security of property.