

This posting is for a position funded by the province of Ontario. Therefore it is only open to students between the ages of 18-30 who were enrolled full time during 2016-2017 and who will return full time to school in 2017-2018. Applicants must also be eligible to work in Canada, Canadian citizens, permanent residents, or refugees with protected status. We regret that other candidates are ineligible.

Assistant Outreach Coordinator-30 hours per week, 7 weeks

Qualified Candidates Will Possess:

Excellent work ethic and dependability.

A desire to learn aspects of food service management, event promotion, and a desire to engage with the community in a small non-profit environment.

Skills Required:

Basic knowledge of word processing, light filing, light cleaning, food service, community outreach.

Skills that are considered an asset:

Food safety certificate, barista training, event planning, marketing, policy experience, interest in food security.

The hire will work closely with the minister of outreach and hospitality on three key projects:

Bell Tower Café:

A full service coffee shop operated as an outreach project by The Church of the Messiah. Some responsibilities will include shifts working in the cafe.

Bell Tower Artisan Market:

A monthly market held in the church.

Organization and Administrative Duties:

Research and documentation as needed.

This is a 7 week paid internship at 30 hours a week. Rate of pay is 11.40 per hour.

To apply, please send a cover letter and resume to:

Vivia.belltowercafe@gmail.com no later than 5pm June 18.

The Church of The Messiah is committed to equity in its hiring practices. People of all faiths, gender identities and expressions, sexualities, and racial backgrounds are welcome. The job requires regular lifting of about thirty pounds, but every effort to provide accommodations will be made for persons with disabilities.

