



JOB DESCRIPTION

Communications and Administrative Assistant

8 Week Summer Placement: July 4, 2022 to August 26, 2022

Location: Abbotsford, BC

Bethesda supports people with diverse abilities and their families with a wide range of services. From supported living, community-based activities, life skills and summer camps, to employment services and family support, we empower people to thrive. We are a Christian faith-based service provider committed to building communities of belonging, where everyone's abilities are welcomed and deeply valued.

Job Overview

Join a welcoming and grace-filled office team that thrives by serving. You will be primarily contributing your creative and organizational skills to Bethesda's communications and marketing team. Depending on your gifts and interests, you will assist with creating written and visual content, as well as coordinating organizational events and carrying out various administrative tasks. The position is 40 hours/week from July 4 to August 26 with the potential of being extended as a casual, on-call position.

Job Duties and Assignments




- Assist with coordinating organizational events.
- Create content and write stories for marketing and recruitment.
- Create announcement graphics, promotional or thank you cards or videos.
- Create short video stories for social media.
- Various administrative office support tasks.

Skills and Requirements

- Experience with Windows Office programs (Word, Excel, PowerPoint, Outlook).
- Familiarity with social media: Facebook, Instagram and Youtube.
- Content creation experience is an asset: graphics, videos, collages, social media stories.
- Under 30 years of age.
- Possession of Canadian, landed immigrant or legal working status.
- Standard requirements for the position and for interacting with people with diverse abilities (criminal record check, medical clearance, tuberculosis screening, driver's licence, immunization records/history).
- Full COVID-19 immunization.
- A philosophy of care in line with Bethesda's philosophy of Christian service and support for people with intellectual disabilities.

Benefits

- Salary: \$20.71/hr.
- Onboarding and training will be provided.

At Bethesda, we're about creating community among the people we serve, our staff and our surrounding communities. We are all interdependent as we experience life together, and all valuable for the abilities we share. We know we learn from and need each other to thrive. For more information about Bethesda, visit us at bethesdabc.com and on our social media channels.   

How to Apply

Applicants may apply online at bethesdabc.com/careers/ or email or mail a resume, cover letter, and references to the chief human resources officer at careers@bethesdabc.com or 2775 Emerson St, Abbotsford BC V2T 4H8. Deadline is May 25, 2022. Please reference #841 in your cover letter.