



“Central, a large, ethnically diverse, multi-generational church in the heart of the Niagara Region, is hiring a Family Ministries Assistant. Are you interested in impacting the lives of hundreds of families each week? Do you have a passion for reaching the next generation for Christ? Do you dream of serving in a cutting-edge environment where you have the freedom to creatively engage the families? We are seeking an assistant who will be part of transforming kids’ lives!”

WHAT YOU WILL DO:

We want to reclaim the home as the spiritual centre of a child’s life. As the Family Ministries Assistant, you will support the Family Ministries Pastor in seeing this vision come to life:

Sunday Mornings:

- Help create life changing environments for children by overseeing rooms, worship, and atmosphere
- Reset rooms between experiences
- Assist with leading in rooms as needed
- Ensure volunteers are cared for

Wednesday Nights:

- Assist the Family Ministries Pastor in planning and executing our Wednesday Family Group Night.
- Assist with room bookings, volunteer scheduling, and communication with group leaders

Curriculum Development:

- Organize, and execute our curriculum plan for all Sunday morning groups covering ages birth through Grade 8

Communication:

- Meet & partner with parents, attendees and guests as needed to understand their needs and concerns
- Create and maintain regular volunteer communication

Staff Partnership:

- Attend weekly staff meetings
- Attend weekly department and team meetings
- Perform other duties as assigned by your reporting manager

WHO YOU ARE:

- A person with strong administrative skills
- A person who has a working knowledge of Office 365 including Word, Excel, Outlook, and PowerPoint
- A person with Digital awareness. You are comfortable with social media platforms such as Facebook, Instagram, TikTok, Youtube etc.
- Able to work with staff and volunteer teams
- Reliable, dependable, and have a strong work ethic
- Possess excellent interpersonal skills with the ability to connect both with kids and their parents
- Are self-motivated and able to take initiative



WHY YOU WANT TO JOIN US:

- The ability to impact and transform lives
- Amazing team dynamic that is both highly motivated and passionate

WHAT YOU CAN EXPECT FROM US:

- Twenty hours of work each week
- A competitive salary range of \$20-\$22 including a minimum of 3 weeks of vacation
- Amazing facilities to foster unforgettable experiences
- Regular personal growth and leadership development opportunities
- The support of the entire staff in seeing kids and parents connect to God and to each other!

If you are interested in this position, please email your resume to adeoladipo@centralcc.ca

Only successful candidates will be contacted for an initial interview.

Please visit our website to learn more about us – www.centralcc.ca