

Title: Event Design Summer Student

Reports to: Executive Director

The Mission of AFC in Canada:

Ambassadors For Christ (AFC) In Canada exists to continue God's work in the worldwide **evangelical student movement**. In **partnership with the local churches**, we endeavour to **walk alongside students, primarily of Chinese ethnicity**, to be **grounded in Scripture and as faithful followers** of Jesus Christ.

Job Summary:

In alignment with AFC's Mission Statement, the Events Design Summer Intern is responsible to assist the Events Design lead in designing, developing, and delivering event experiences that will help further AFC's mission amongst young people today. This is inclusive of providing administrative and ministry support for current and future events, ensuring resources and internal protocols are aligned to support effective events program implementation.

Tasks and Responsibilities:

- Assist in designing, developing, and executing various events in a way that will engage and inspire students to take their next step toward Jesus (including Campus Challenge, NEXUS, Frosh ConneXion, ALT)
- Assist in designing, developing, and executing a 50th Anniversary celebration that will engage donors and compel action
- Working with the Executive Director and the Director of People and Culture, design a staff team development event that will enable team engagement, leadership development, and facilitate organizational growth
- Assist in securing appropriate venues, facilities, and resources within the allotted budget and ensuring any contractual obligations for facilities are met
- For virtual events, assist to ensure all backend logistics are managed and capabilities are set up, providing technical support
- Assist in assuring timely and clear communication regarding event details, logistics, and any other necessary information is communicated, including answering any queries

Eligibility to Apply:

- Must be between 15 and 30 years of age at the start of the employment*
- Must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigrant and Refugee Protection Act* for the duration of the employment**
- Must have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

*The youth must be 15 years of age at the *beginning* of the employment period. For individuals at the upper end of the age limit, they may be more than 30 years of age at the end of the employment period, as long as they were 30 at the beginning of the employment period.

**International students are not eligible participants. International students include persons who are temporarily in Canada for studies and who are not Canadian citizens, permanent residents, or persons to whom refugee status in Canada has been granted. Youth awaiting refugee status ruling, those holding a temporary visitor visa, youth visa, or work visa are also ineligible.

AFC is looking for individuals who:

- Are preferably in post-secondary education
- Are adaptable with an ability to work effectively in different situations and/or with different people
- Are familiar with Google Suite (Google Drive, Docs, Sheets, etc)
- Are comfortable working both in person and virtually
- Have excellent written / verbal communication skills
- Have strong interpersonal skills
- Work collaboratively in a team environment
- Follow instructions and exercise sound judgment
- Depending on the position, also possesses various technical skills, such as web design, web administration, HTML, Javascript, Photoshop, videos, etc.
- Ability to speak, read, or write Mandarin or Cantonese (considered an asset)

[NEW] Start & End Dates – June 27 to August 19, 2022

Weekly Work Hours – 35 hours

Wage – Ontario's minimum hourly wage at \$15

Deadline to Apply – May 31, 2022

Interested individuals should email a cover letter and a resume to: info@afccanada.org

AFC thanks all interested candidates in advance; however, only individuals selected for interviews will be contacted. Accommodations are available on request for candidates with disabilities taking part in all aspects of the hiring process.