
Job Description: Summer Student – Facilities and Program Support Assistant

Employer: North Broadway Church, Oxford County, Ontario

Program: Canada Summer Jobs Grant

Position Overview

North Broadway Church is seeking a motivated and detail-oriented student to serve as a **Facilities and Program Support Assistant** through the Canada Summer Jobs program. This role will provide meaningful employment experience while supporting construction projects, property management, event preparation, and administrative tasks that benefit children, youth, families, and the wider community in Tillsonburg and Oxford County.

The successful candidate will gain transferable skills in facilities care, event logistics, technology support, and organizational management while contributing to programs and services that strengthen community connection, safety, and well-being.

Key Responsibilities May Include

- **Facilities & Property Projects**
 - Assist with minor construction, repair, and renovation projects under supervision.
 - Support upkeep of church facilities, including painting, small carpentry tasks, and general maintenance.
 - Help with inventory management of maintenance supplies, tools, and event equipment.
- **Event & Program Support**
 - Set up and tear down tables, chairs, and equipment for programs, outreach events, and children's activities.
 - Provide logistical support to ensure safe and welcoming spaces for participants.
 - Assist with preparing materials for programs and activities.
- **Cleaning & Groundskeeping**
 - Perform routine cleaning of indoor spaces (floors, windows, washrooms, common areas).
 - Maintain outdoor property through lawn care, gardening, and general yard work.
- **Technology & Office Support**
 - Provide basic IT support (setting up projectors, sound systems, livestream equipment, troubleshooting).
 - Assist with digital archiving (scanning old documents, organizing files, maintaining electronic records).
 - Support office tasks such as photocopying, filing, organizing supplies, and distributing materials.
- **Community Engagement**
 - Participate in community service projects (yard clean-up days, donation drives).
 - Assist with outreach programs by preparing spaces, organizing supplies, or helping with distribution.
 - Support children's programs by preparing craft materials, setting up activity stations, or assisting leaders.

Skills & Qualifications

- Strong organizational and problem-solving skills; ability to manage multiple tasks effectively.
- Practical skills in facilities care, property maintenance, and event logistics.
- Basic knowledge of technology and office systems (training provided as needed).
- Commitment to serving others with professionalism and respect.
- Ability to work collaboratively with staff, volunteers, and community members.

Learning & Development Outcomes

This position is designed to provide youth with:

- Practical teamwork and facilities management experience.
- Preparation and project coordination skills.
- Technical training in IT support and digital archiving.
- Experience in community service and outreach initiatives.
- A deeper understanding of organizational operations and local community needs in Oxford County.

Eligibility

Applicants must meet the Canada Summer Jobs criteria:

- Be between 15 and 30 years of age at the start of employment.
- Be legally entitled to work in Canada.
- Be a Canadian citizen, permanent resident, or person with refugee protection.
- Be enrolled in full-time studies for the 2026/2027 academic year.

Position Details

- **Duration:** 8 weeks (flexible based on funding approval)
- **Hours:** 35–40 hours per week
- **Location:** North Broadway Church, Tillsonburg, Ontario
- **Compensation:** \$17.60/hr