



## JOB POSTING SUMMER STUDENT INTERN

<b>Job Title</b>	JMC Summer Student Internship	<b>Job Duration</b>	May 25 – August 22
<b>Positions Available</b>	2	<b>Travel Required</b>	Within Edmonton Metropolitan Area
<b>Reports to</b>	Senior Pastor	<b>Position Type</b>	35 hours per week
<b>Location</b>	Edmonton Chinese Alliance Church	<b>Hourly Pay</b>	\$15 per hour
<b>Age</b>	Must be 18 (as of May 25, 2026) – 30 years old and returning to school in September	<b>Weeks</b>	13

### JOB DESCRIPTION

The Summer Student Intern will actively support the Children and Youth ministries in preparing, planning, and leading safe, inclusive, and engaging summer programs that foster discipleship, mentorship and community among children and youth. Interns will gain hands-on experience in ministry leadership, event coordination, volunteer management, and administrative support while contributing to programs such as Sundaes Sunday, Vacation Bible School, David Camp, and weekly prayer meetings.

### RESPONSIBILITIES

- **Program Leadership & Delivery:** Support the planning, preparation, and facilitation of children and youth summer programs, special events or activities
  - **Summer Sundaes Sunday Program:** Lead activities; organize volunteers; support the delivery of curriculum
  - **Vacation Bible School (VBS):** Assist with administration, decorations, and volunteer training; lead and organize all games and events
- **Spiritual & Personal Growth:** Participate and assist in weekly prayer meetings (online and/or in-person) and ministry activities
- **Volunteer Coordination & Training:** Recruit, organize, and supervise volunteers; ensure completion of safety requirements such as police checks and Plan to Protect training
- **Event Administration & Logistics:** Assist with program administration, decorations, scheduling, and resource procurement to ensure smooth delivery of activities
- **Community & Family Engagement:** Respond to parent inquiries, manage communications, and collaborate with leaders to strengthen family connections
- **Digital & Project Skills Development:** Apply digital tools, manage multiple tasks, and implement projects that build transferable skills in leadership, communication, and administration. Engage in self-directed learning and training.





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- **Safety & Compliance Oversight:** Ensure all activities meet safeguarding standards, maintaining a safe and inclusive environment for children and youth.

## WHAT MAKES YOU A GREAT FIT?

The ideal candidate will bring both practical skills and a Christ-centered attitude, enabling them to serve effectively in a dynamic ministry environment.

### Character & Attitude

- An adaptable, optimistic, and cooperative individual with a servant heart
- Genuine desire to support children, youth, and ministry leaders
- Commitment to confidentiality and integrity when working with the vulnerable sector

### Skills & Abilities

- Strong interpersonal, written, and verbal communication skills
- Ability to manage multiple tasks and meet deadlines under pressure
- Assertiveness and initiative to develop and implement projects

### Work Style & Resilience

- Composure and adaptability in fast paced ministry settings
- Capacity to work effectively in a variety of circumstances with flexibility
- Demonstrated ability for self-care and maintaining healthy boundaries

### Spiritual Gifts

- Service, shepherding, discernment and administration

## REQUIREMENTS

- Completion of a police check prior to the first day of employment
- Completion of Plan to Protect training prior to the first day of employment
- Agreement to abide by ECAC Human Resources policies

## APPLICATION INSTRUCTIONS

- Please submit your resume and cover letter to [summerstudents@ecac.ca](mailto:summerstudents@ecac.ca). We thank all applicants for their interest; however, only candidates under consideration will be contacted.
- **Application Deadline: Sunday May 17, 2026**

