



Springhill Baptist Church

47 Church Street
PO Box 819, Springhill NS B0M 1X0
t. 902-597-2252
f. 902-763-3019
✉ secretary@springhillbaptist.ca

Summer Office Assistant 2026

Reports to: Next Generation Pastor

Position Purpose: To support the administrative, communication, and organizational needs to summer church programs and community initiatives, helping ensure clear communication, smooth operations, and effective coordination of events and volunteers.

Essential Job Functions:

Under the direction of the Next Generation Pastor, the Summer Office Assistant will:

1. Administrative Support
 - Assist with daily office tasks connected to summer programs and events.
 - Prepare documents, schedules, forms, and resource materials
 - Help maintain organized records and work processes
2. Communication and Promotion
 - Assist in creating written and digital communications such as emails, posters, social media posts, and announcements.
 - Help communicate program details to families, participants, and the general public.
3. Volunteer Coordination
 - Assist in contacting volunteers and sharing schedules and information.
 - Support basic training, communication and event preparation.
4. Event and Program Support
 - Assist with planning and organizing summer events and activities.
 - Support presentations, information sessions, and reporting as needed.
5. Reporting and Organization
 - Provide progress updates to church leadership.
 - Help ensure tasks are completed efficiently and on schedule.

Training and Development

The student will receive mentoring and training in:

- Workplace communication and professionalism
- Event planning and administration
- Leadership and teamwork
- Public communication and information sharing
- Office systems and organization



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Qualifications and Skills

- Interest or experience in communication, administration, or office work.
- Strong written and verbal communication skills.
- Ability to work in a team environment.
- Ability to work independently and manage time to complete daily tasks without direction
- Organized, dependable, and detail-oriented.
- Willingness to learn and follow directions.

Employment Details

- Position Length:
 - 14 weeks: May 18, 2026 – August 23, 2026
 - 8 weeks: June 29, 2026 – August 23, 2026
- Hours: 35 hours per week
- Wage: \$16.75 per hour

Other Responsibilities

- Cooperate, communicate and work with other summer staff
- Help children and youth to improve and develop physically, socially, mentally, and spiritually
- Care for children and youth through prayer, Bible studies, responsible relationships and sharing of faith.
- Help children and youth who have made a commitment to Jesus to apply their faith in their daily lives. Report faith commitments to Next Generation Pastor.
- Communicate with children, youth and families, provide instruction and ensure they understand
- Carry out all other duties assigned by Next Generation Pastor

Work Environment

This role is primarily office-based with some involvement in church and community event spaces, working alongside staff, volunteers, and members of the public.

Relationships/Accountability

Reports to:	Next Generation Pastor, Pastor
Peer Relationships:	All Springhill Baptist Church staff
Internal Relationships:	Summer staff, congregation, children & youth
External Relationships:	Parents, outside organizations, visitors