

revised Job Posting Aug 20, 2021

Wilmot United Church CSJ Grant Position:

CHURCH WEBSITE/SOCIAL MEDIA DEVELOPMENT –Wilmot United Church is hiring an employee on a CSJ grant to help update our webpage & assist in Outreach Programs.

Part time limited CSJ Grant Position: 280 hr part-time position; beginning Sept 13 2021 – Dec 2021; hours to be negotiated.

Federal Grant Criteria:

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- (b) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and
- (c) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Applicant Qualifications – available to work in Fredericton, youth employee (age 15- 30inclusive); independent worker, takes initiative; can prioritize and be self-disciplined with carrying out variety of responsibilities; is dependable, responsible, punctual, enthusiastic, & friendly; has good communication & inter-personal skills.

Skills & Job Requirements:

- available for flexible working hours – may involve some weekend and evening hours.
- available to work on-site at Wilmot United Church Fredericton,
- an appreciation and understanding of volunteerism & confidentiality needs;

Computer and Technology Knowledge - computer proficiency including Microsoft Office products, graphics & database software, social media; experience in HTML and CSS an asset, with website content development and management. Digitally literate, including recent experience in social media, and website platforms such as MailChimp etc.

Main responsibilities will fall within 2 key areas :

Communications: Primary project will be provision of support to the redevelopment of the church website and use of Facebook & other social media. Inputting information

Outreach Program: Wilmot UC operates programs offering assistance to vulnerable individuals living in poverty. This employee will assist in the operations of these programs

Apply by forwarding your resume and covering letter to Judy Coates judycoates@rogers.com with copy to wilmotuc@nb.sympatico.ca . Applications will be received until position is filled, only prospective candidates will be contacted.