

This Week – July 9th

JOB POSTING – NACE: Covenant Christian School in Smithville is experiencing growth in its student population and as such, NACE is looking to add some support for the front office staff for the coming school year. Currently, the position will be for 5 hours a week, preferably on Fridays. Aside from being the main first contact for any and all visitors and contacts to the school, the successful candidate will prepare and publish the weekly newsletter (gathering all pertinent information from staff and administration) as well as data entry and database management tasks and other office and school duties as assigned and sought out. If you are interested in working in a demanding and dynamic environment that intersects with the public, teaching staff, students, parents, administrators, and supporters, are an efficient and effective communicator, have applicable computer skills, and above all want to ensure that Covenant is known as an excellent school dedicated to living for Jesus, learning for life, and serving with gladness, we encourage you to apply. Applications can be sent to Kevin Huinink, Executive Director of NACE in the form of a cover letter and resume to khuinink@nace.ca. Deadline for application is July 31st. Compensation would be in line with experience, job requirements, and the administrative assistant's wage grid published by the OACS. We will read all applications received, however only those considered for an interview will be contacted.

Position Opening - Resonate Global Mission, a ministry of the Christian Reformed Church in North America (CRCNA), has a **part-time (18.75 hrs/wk) opening for a Church & Missionary Support Coordinator working in our Burlington, Ontario offices**. This position will coordinate and support the development and administrative activities of the Church and Missionary Support Team to provide exceptional service and support to churches and missionaries. For more details visit www.crcna.org/jobs or to apply by completing an on-line application attaching a current cover letter and resume by **July 19, 2017**.

Indwell is currently recruiting a **part-time Apartment Support Worker and a full-time Program Manager** in Hamilton. Application information to join Indwell's dedicated team can be found at indwell.ca/get-involved/careers.

CRCNA Position Opening - Resonate Global Mission, an agency of the Christian Reformed Church in North America (CRCNA), has a **part-time opening for an Administrative Assistant working from home**. This position will provide administrative and logistical support for the Regional Missional Leader and the regional team in Western Canada. For details, visit www.crcna.org/jobs; to apply, complete an on-line application, attaching a current cover letter and resume by **July 12, 2017**.

POSITION OPENING - Do you love writing and have some social media savvy? Are you creative and able to work on your own? Would you like a job with flexible hours and lots of variety? Then check out this position as a Communications Coordinator with Diaconal Ministries Canada! <http://www.diaconalministries.com/career-opportunities>

Help Wanted at Shalom Manor: We are looking for experienced Personal Support Workers (PSWs): Presently, we have a temporary part-time line of 10 nights and a permanent full-time line of 12 evenings and we are also interested in hiring casual PSW staff. For more information or to submit your resume and cover letter, please contact payroll@shalommanor.ca.

CRCNA Position Opening - The CRCNA's Finance Department in Burlington is seeking to fill the **temporary position of Finance Assistant - including accounts payable and other finance support tasks**. Hours are flexible up to 37.5/week and 2 - 3 months (to Sep 1). Please contact Terry Veldboom, tveldboom@crcna.org or 905-336-2920, if you or someone you know may be interested in this position.

Cohort Program Coordinator - Help young adults from North America and Central America dig deeper into the world of cross-cultural missions by promoting and developing the Cohort of Missioners program, a year-long missions experience that immerses participants into cross-cultural grassroots ministry. More details for this Central-America based position is located at crwm.org/cohortCoordinator.

The Bridge is looking for some volunteers for their summer arts camps. This is a great opportunity to see what's happening and lend a hand. You don't need to be an artist, just love kids. Volunteers are appreciated for at least one full week of the six weeks of camp. Volunteers will be at camp Monday to Thursday from 11:30 - 4:30 PM. Camps begin July 3 and run the 4 weeks of July and the last two weeks of August. Contact Charis at 902-698-7078 or email: bridgesummerartscamp@gmail.com