



mission canada

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Summer Employment Opportunity

Mission Canada Administrative Assistant – 35 hours/week - \$20/hour

Mission Canada is the domestic Mission agency and network of the Pentecostal Assemblies of Canada (PAOC). This role would offer a summer of experience in working at the PAOC in Mission Canada within the current five missional priorities. (The next generation of children, youth, campus ministry; Quebec and Francophone Canada, Indigenous Peoples, Urban Ministries, New Canadians)

We are looking for a qualified youth to join our team in a paid summer position commencing Monday, Monday, May 4, 2026, to Friday August 7, 2026 (14 weeks). This role is for a post-secondary student interested in Christian not-for-profit ministry work alongside working groups of experienced leaders in the discernment of current needs and development of new resources and strategies. French skills are an asset.

Tasks and Responsibilities:

- Administrative assistance for Mission Canada including data entry, records organization, communications and other administrative work.
- Assist where needed in the PAOC and Mission Canada events throughout the summer of 2026.
- Perform general administrative and research duties as assigned to support Mission Canada.
- Engage in development and coordination of available resources to local churches, PAOC districts and partners in ministry to newcomers to Canada.
- Work alongside a multicultural working group of experienced leaders in the discernment of current needs and development of new resources.

Work Environment:

This job takes place at PAOC's office in Mississauga, on in a pleasant work environment. The student will be provided with a workspace and a computer for the performance of their work.

Qualifying Applicants:

This is a Canada Summer Jobs position. In accordance with the Canada Summer Jobs 2026 requirements, to be eligible you must:

- Be between 15 and 30 years of age at the start of the employment.
- Be a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada under the immigration and Refugee Protection Act for the duration of the employment.
- Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International students are not eligible participants. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

Core Competencies:

Be a mature leader, skilled in development of resources, social media skills, committed to the growth of others. Demonstrate servant leadership, mentoring aptitude. Have appropriate background in a non-for-profit environment. Demonstrate a comprehensive understanding and appreciation of the PAOC and its aims and goals. French skills are an asset.

To apply for this position, send your resume and cover letter outlining how your qualifications fit with this role to missioncanada@paoc.org by April 20, 2026. Please include the job title in the subject line of your email. **In your cover letter, please explain how your application aligns with the mission, vision, and values of Mission Canada.** We thank all applicants for your interest, however, only those selected for an interview will be contacted.

PAOC welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

The Pentecostal Assemblies of Canada – 2450 Milltower Court, Mississauga, ON L5N 5Z6