

## Job Description for Zion United Church Summer Student, 2024

Zion United Church is a small church situated on the main street of New Hamburg, Ontario. It was established in 1838 as an EUB church and will be celebrating its 185<sup>th</sup> anniversary in November, while the United Church is celebrating its 100<sup>th</sup> anniversary as of June of this year. We have a part-time administrative assistant who works 14 hours per week. We are seeking a summer student to design a new webpage, prepare a training manual for the updated webpage, coach staff on navigating and adding information to the webpage, update our social media, and assist with administrative tasks in the office including organizing files for the archives.

The position is for 30 hours per week for six weeks.

### Basic Skills

1. Technology skills and enthusiasm for constantly building new ones
2. Organizational skills
3. Communication skills, both verbal and non-verbal
4. Administrative skills
5. Time management skills
6. Attention to detail
7. Analytical skills
8. Experience in using visual design programmes

### Skills to design, create, and manage a web page

1. Project management skills to define goals, create timelines and track progress
2. Web designer skills to design web pages for functionality, to adjust to different screen sizes and devices, with flexible layouts, scalable images, and fonts
3. Web server management skills to set up, configure and maintain accessible and functional website on the Internet
4. Content management skills to create, manage, and publish content on the Internet

Please forward your application to [office@zionnewhamburg.ca](mailto:office@zionnewhamburg.ca)