JOB TITLE: CHAP1 - Multifaith Services Program Assistants

DEPARTMENT NAME: Multifaith Services

CONTACT NAME: Carmen Scott – Office Coordinator

JOB DESCRIPTION:

Working under the direction of designated Multifaith Chaplains, the Program Assistant supports the chaplains by participating in the planning and organization of MFS events. This includes, set-up / take-down and staffing of the weekly events. Program assistants also contribute by helping to promote activities and act as event hosts. Program assistants are encouraged to help create new MFS programs.

Past initiatives include the Explore UVic, Campus for Compassion Event, The Labyrinth Project, Starfields Festival, UVSS Food Drive, Momentum Festival, Equity and Human Rights Event, Mental Health Awareness Week and World Interfaith Harmony Week.

QUALIFICATIONS:

~ Be in good standing with the University of Victoria
~ Demonstrate initiative; with the ability to work independently with minimal supervision
~ Ability to organize and prioritize tasks
~ Excellent interpersonal communication skills
~ Demonstrate a desire to learn about Multifaith Services and the university’s programs and events.
~ Must be responsible, reliable, flexible, and bring a commitment to help and be a team player.

JOB LOCATION ON-CAMPUS: UVic's Interfaith Chapel, and other program locations on and off campus. (97% on campus)

WORK STUDY WAGE: $14.50/hour (includes 4% vacation pay)

DEPARTMENT TOP UP: $1.50/hour

HOURS AVAILABLE: 200 (Job sharing) Hours are flexible, and will include later afternoons, evenings and some weekends.

HOW TO APPLY: Email cover letter and resume to Carmen at chaplain@uvic.ca, or drop off your application at the Interfaith Chapel - located beside Finnerty Gardens (Outside ring road in Parking Lot #6)

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php