

## Post-secondary research assistant

Hourly wage rate to be paid to each participant

17.60 **Pending Funding being granted from Canada Summer Jobs Program**

Number of weeks requested for each participant

12

Number of hours per week requested for each participant

35.00

Anticipated start date

2026 - 05 – 15

Applicant must be : between 15 and 30 years of age at the beginning of the employment period per Government of Canada jobs requirements.

### **Tasks and Responsibilities**

**Role Overview:** The Research Assistant to the pastor who supports the pastor by gathering, organizing, and presenting relevant materials to enrich weekly sermons. This includes sourcing biblical, historical, and contemporary illustrations, stories, and supporting research to ensure sermons are engaging, accurate, and impactful. **Key Responsibilities**

- Assist in planning out the sermons, bible studies and presentations for the next 2 years. This person will work with the pastor to organize the topics, prepare questions and comments, and provide summaries and illustrations.
- The person will be required to learn the program Logos (Logos.com) to be able to do the research.
- Conduct research on biblical passages, theological concepts, and current events.
- Identify and compile compelling illustrations, anecdotes, and stories from diverse sources (books, articles, interviews, media, etc.).
- Prepare concise research briefs and annotated bibliographies for sermon use.
- Ensure all materials are accurate, relevant, and appropriate for the congregation.
- Maintain a database of stories, quotes, and illustrations for future reference.
- Assist with fact-checking and provide context for sermon points.
- Will require the use of AI to help research topics and summarize for each week.
- Part of the work will be involved in assisting in preparing materials for small group ministries based on the previous week's sermons.

### **Qualifications:**

- Strong research and analytical skills.
- Excellent written and verbal communication.
- Familiarity with biblical studies and Christian theology.
- Ability to synthesize complex information into clear, engaging content.
- Discretion and sensitivity to pastoral confidentiality.

### **Preferred Experience:**

- Background in ministry, theology, or religious studies.
- Experience in writing, editing, or teaching.
- Knowledge of digital research tools and databases.

Additional work to include working along side Children's ministry assistant when needed.

- Ability to complete and pass a Christian Fellowship Chapel safe place application and Criminal Record Check (CRC) and Vulnerable Sector Check (VSC), and comply with all safety procedures.

### **What skills will the participant develop during this job?**

Adaptability - The ability to achieve or adjust goals and behaviours when expected or unexpected change occurs, by planning, staying focused, persisting, and overcoming setbacks. For example, one uses this skill to

change work plans to meet new deadlines, learn how to work with new tools and improve skills through feedback.

Collaboration - The ability to contribute and support others to achieve a common goal. For example, at work we use this skill to provide meaningful support to team members while completing a project.

Communication - The ability to receive, understand, consider, and share information and ideas through speaking, listening, and interacting with others. For example, we use this skill to listen to instructions, serve customers and discuss ideas.

Creativity and Innovation - The ability to imagine, develop, express, encourage, and apply ideas in ways that are novel, unexpected, or challenge existing methods and norms. For example, we use this skill to discover better ways of doing things, develop new products, and deliver services in a new way.

Digital Skills - The ability to use digital technology and tools to find, manage, apply, create, and share information and content. For example, we use this skill to create spreadsheets, safely use social media, and securely make online purchases.

Problem-solving - The ability to identify, analyze, propose solutions, and make decisions. Problem solving helps you to address issues, monitor success, and learn from the experience. For example, we use this skill to make hiring decisions, select courses of action and troubleshoot technical failures.

**Submit application:**

**Christian Fellowship Chapel**

**Attention: Christine Goddard**

**A-1296 Cambrian Rd. Severn, ON L3V0W5**

**Email: [office@cfchapel.com](mailto:office@cfchapel.com)**

**We thank all applicants for their interest, however, only those candidates selected for an interview will be contacted.**