

# Community Arts Coordinator

Pacific Spirit United Church

2195 W 45th Ave, Vancouver, BC V6M 2J4

\$23/hr – Contract

## Job Description

### Who We Are

Pacific Spirit United Church is a progressive community of faith that celebrates diversity, inclusion, and full welcome of all people. Over the summer, we partner with other westside United Churches (Shaughnessy Heights, Knox, and St. Stephen's-Marpole) to worship and build community together and hear from a wider range of voices. We call this gathering of churches Summer Spirit. Some of the things we prioritize are refugee justice, LGBTQIA+ inclusion, and First Third Ministry. First Third is an umbrella term that encompasses people in approximately the first third of life – children, youth, and young adults.

### Position

We are in search of a motivated, empathetic, and community-minded summer student to fill the role of Community Arts Coordinator. This role has two key responsibilities, the first is coordinating the administrative tasks of the four Summer Spirit churches. Throughout the summer, Summer Spirit coordinates the work of multiple musicians, preachers and guest speakers, volunteers, and tech workers. This role will coordinate with our roster of staff and volunteers across the four churches to ensure that worship services are coordinated ahead of time and all leaders have the information they need. The second responsibility of this role is conducting a listening campaign to help with the work of First Third. This will be a series of intentional conversations, both one-on-one and group interview formats. The Community Arts Coordinator will work with the First Third Ministry Coordinator to determine the best course of action to conduct these relational meetings, with the goal of understanding how our communities currently feel about children, youth, and young adult ministry.

### Contract Details

- Full-time (30 hours per week)
- Two (2) month contract (July-August)
- \$23 per hour (subsidized by Canada Summer Jobs Grant)
- Location: Pacific Spirit, Knox, St. Stephen's-Marpole, and Shaughnessy Heights United Churches

## **Key Responsibilities**

- Familiarize yourself with expectations and timelines of each of the four churches
- Coordinate and connect with leaders, including maintaining the growing Excel spreadsheet of summer services and giving it out to the churches every couple of weeks
- Be present Sunday to greet and work with parties, and help to orient them to the church
- Coordinating the transport of “Then Let Us Sing” hymnals between churches
- Assist in determining what tools to use and what questions to ask the churches to discover the information we are looking for in a meaningful, community-oriented way
- Conduct interviews, surveys, and small-group conversations among the four churches
- Build trusting relationships that encourage open sharing of experiences and ideas
- Document findings and compile the information discovered from the interviews in a report

## **Required Skills and Knowledge**

- Must fulfill the parameters of the Canada Summer Jobs Grant (age 15-30)
- Strong interpersonal skills and comfort speaking with people of all ages and backgrounds
- Strong organizational skills: able to manage schedules and track qualitative data
- Ability to work independently and collaboratively
- Respect for the values and mission of the United Church of Canada (previous church involvement is an asset but not required)
- Criminal record check (including vulnerable sector)
- Must be able to get to multiple sites on the westside, as this position works with multiple communities of faith
- Strong ability to track details, including through the use of Excel

## **Preferred Qualities**

- Curiosity and listening with openness
- Calm, flexible, and adaptable to changes
- Warm and inviting when meeting new people
- Detail-oriented
- Community-minded, inclusive, and kind

## **What We Offer**

- Mentorship from experienced ministry and community leaders
- Skill development in research, facilitation, and community-based project work
- A welcoming, supportive work environment
- Competitive summer student wage
- Meaningful contribution to shaping future ministries for young people