麥 城 華 人 浸 信 會
MARKHAM CHINESE BAPTIST CHURCH

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IT/Data Management Summer Worker 2024

Employment Start Date: June 3, 2024
Employment Duration: 8 weeks
Hours per week: 35 hours
Hourly rate: $16.55

Duties and Responsibilities

- to assist to develop and implement strategy, architecture and designs of MCBC IT systems and applications;
- to assist in website integration, design and development, maintenance and upgrade, and provide scheduled data/information/file uploads;
- to manage and oversee database maintenance, including data inventory, data entry and archiving;
- to assist in the management of records, both in paper and electronic forms;
- to assist in testing, running, administering and improving existing/innovated data records processing applications;
- to assist in updating of membership data and records;
- to assist to administer, maintain and upgrade MCBC's hardware and software applications and technologies;
- to collaborate with ministries and departments to ensure a smooth, efficient and effective operation of ministry works;
- to work in harmony with staff and leaders/coordinators of various ministries;
- to perform duties as assigned by Senior Pastor, Church EO, IT Chair and/or responsible church leaders.

Qualifications and Skill Requirements

- Must be between the ages of 15-30 and eligible to work in Canada
- Must be able to start no later than June 3, 2024
- Experience in data and web site management, programming, software and/or hardware applications
- Problem-solving
- Team-oriented
- Committed and responsible
- Ability to work independently and multi-tasked
- Good time management and organizational skills
- Effective communication and interpersonal skills
- Ability to read or write Chinese will be an asset