

Job Description: SUMMER STUDENT - RESEARCH ASSISTANT – ACCOUNTING & MARKETING

Lynn Valley United Church (LVUC) is a spiritually-based not-for-profit organization that has been at work in the community for over a century and currently offers a variety of spiritual, cultural, leadership and other programs for people of all ages, consistent with meeting the needs of local and regional community plan priorities, including:

- Friday Night Live, a weekly program of live musical improv and theatre geared to people of all ages
- Community Music programs: Bring Your Own Voice Community Choir (weekly rehearsal and regular performance) and monthly North Shore Community Drum Circle
- Support & Lead Children's Music Play program and Camp and nature events
- Partner sponsoring a Syrian Refugee Family & supporting other local refugees
- Participate in local community events including Lynn Valley Day, Adopt-a-Street, Stream & Shore Clean-Up

Reporting to the Office Manager, and in collaboration with existing *Operations Team, Promotions Team and Children Youth and Families Team*, the **Research Assistant – Accounting & Marketing** will:

- Research/set basis for accounting and customer management system to support Community Programs
- Create a filing system to organize and store paper and digital records
- Conduct Market Research of current programming
 - possible workshop or focus group work to support / improve current LVUC programs
 - research trending successful programs and recommend new programs that would support well-being of the Lynn Valley community and support the mission of LVUC
 - cost analysis / sustainability
- Update marketing materials for Community Programs
 - review of web and social media plan and scheduling
 - print and web communications and materials for weekly / monthly programs and events
 - marketing plan for 'Move-In' into new building
 - help design office stationary
- Plan and assist with existing and new community events and summer youth program
 - Lynn Valley Day – community engagement / activity
 - Potential day or overnight camp experiences for children and families
 - Assist with any community activities such as garden parties, receptions, music-play for children, nature activities as skills and time supports

The position will be 30 hours per week for 15 weeks beginning in mid-May 2016.

Work location is the LVUC office in North Vancouver, which is a fully-accessible facility.

Background, experience and skills:

Preferred candidate would have completed course work in accounting and/or marketing. Candidates with secondary education and a history of work or volunteer experience in accounting and marketing will also be considered.

- Familiarity and experience with accounting software such as Quickbooks (or similar), Excel, Outlook, Word, PowerPoint
- Experience with design software such as Adobe Suite would be advantageous
- Familiarity with and use of social media
- Excellent verbal and written communication skills and comfort with meeting and greeting the public
- Background as volunteer or employee of community organizations

*As this position is subject to a **2016 Student Job Grant**, candidates must be 15 to 30 years of age, and have been a full-time student during the past school year or planning to be a full-time starting in the fall of 2016.*

INTERESTED CANDIDATES SHOULD SEND A RESUME BY MAY 2, 2016 TO:

Shari Gardiner, LVUC Ministry & Personnel, lvuc@telus.net