



Company Overview

House of Praise (HOP) is a parish of The Redeemed Christian Church of God (RCCG) Worldwide, an interdenominational church/ religious organization, situated at 5 Redstone Heights, Calgary. Our vision is 'Raising a peculiar and trans-generational people of purpose, prayer, and praise by the word of God to positively impact lives'. We are deliberate in ensuring that everyone who comes through our doors experiences the love of God and demonstrates our strong sense of community, by giving back in every capacity we can.

Our Summer student internship will give you the opportunity to serve within various departments in our church, ranging from Events to Admin. Are you aligned with our core values, a critical thinker, creative, highly organized, and able to bring a fresh new feel to our departments this summer? This is the right opportunity for you to utilize your skills and make a difference in our community.

Reports to: *Associate Pastor - Admin*

Direct Reports: *Mr. Niyi Ogundana*

Work schedule/ Type: *30 Hours/week, for 8 weeks*

Application Deadline: *May 25th, 2022*

Role: *Administrative Assistance*

What you will do:

1. Administration of HOP Office 365, Wireless Network etc. Support Data Management & Document Administration for HOP
2. Support the maintenance of the church social platforms and introduce constructive ideas for growth and increased reach

Jesus Christ, The Same Yesterday, Today and Forever

5 Redstone Heights NE, Calgary, Alberta, Calgary, Alberta. T3N 0T6
Telephone: 403-590-1986; Email: info@rccghop.ca; Website: www.rccghop.ca



3. Support the daily operational task of HOP Library
4. Support the administrative office in various duties related to the administrative running of the church
5. What skills will the participant develop during this placement?
 - Client service
 - Communication
 - Digital skills
 - Leadership

If you are interested in this role, please email your resume along with a cover letter to info@rccghop.ca on or before May 25th, 2022

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