



## Campus Care & Projects Associate

Department: Campus Operations  
Reports To: Director, Campus Operations  
Direct Reports: None  
Status: Full-time, Shift Work

### Who We Are:

The Peoples Church is passionate about sharing the life changing message of Jesus both here in Toronto, and around the world. Our worship is gospel-centered and globally informed and reflects our diverse make up with over 120 different nationalities represented. We are home to more than 3,000 members from a wide variety of backgrounds, generations, and perspectives, brought together by the Father, through the sacrifice of the Son, in the power of the Holy Spirit. We want all people to experience Christ, embrace community, and engage globally. Due to Covid-19 we currently gather online, and through our television broadcast, Living Truth. Our ministry is supported by a staff team of 40 who are inspired by our mission – Growing the body of Christ for God’s global mission.

### Position Overview:

The Campus Care & Projects Associate is responsible to execute all basic building projects throughout the Campus. i.e. painting, carpentry, basic electrical, plumbing, titling, etc. As part of the Campus Operations team, this role will spend up to half their time assisting in minor maintenance duties, and other miscellaneous duties in order to ensure that the campus is maintained in a safe, inviting and presentable manner. The incumbent will work closely with the visitors and staff of The Peoples Church, therefore strong interpersonal skills are an asset.

### Major Responsibilities:

- Responsible for performing building projects throughout the campus as needs arise. Including but not limited to painting, carpentry, basic electrical, plumbing, titling, etc.
- Assist Campus Operations Director in liaising with 3<sup>rd</sup> party contractors for larger projects
- Provide minor skilled trade training for other campus crew members
- Open, setup and secure the building for various ministry needs
- Keep the facility in a neat and tidy condition, light cleaning duties as required
- Maintain the exterior of the property in a clean, neat, and safe condition
- Assist with the setup of facilities for meetings, conferences, events, etc.
- Lock and unlock assigned rooms, secure building, and turn off lights when not in use
- Respond to emergencies as they arise such as First Aid, Building Evacuation, Crowd control
- Ensure cleaning materials and supplies are stored in a safe and orderly manner
- Other duties as assigned

### Qualifications:

- Proven experience in skilled trades such as painting, carpentry, basic electrical, plumbing and other trades
- Skill in using contractor equipment and machinery
- Awareness of industry costs, terminologies, and contracts
- Familiar with Building Code requirements is an asset
- Must be self-motivated and have an ability to work under little supervision

- Proven ability to communicate and interpret detailed instructions orally and in writing
- Ability to multi-task and establish priorities
- Exhibit initiative, responsibility, and flexibility
- Strong attention to detail
- Strong interpersonal skills
- Effective time management skills

**Working Conditions:**

- Must attend The Peoples Church
- Vulnerable Sector clearance required
- Support and understand Shared Mandate and Statement of Faith
- Participate in the life and ministry of The Peoples Church in areas outside of Campus Care

**Interested applicants are invited to email their résumés in pdf format and reference # 21-CTP714 in the cover letter to:**

**Attn: Human Resources**

**Email: [Employment@ThePeoplesChurch.ca](mailto:Employment@ThePeoplesChurch.ca)**

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

The Peoples Church strive to continually lead with our values and are committed to having a staff team that represents the communities that we serve. The Peoples Church is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to an employment opportunity, please advise our HR Director of the accommodation measures, if required, which would enable you to be interviewed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.