

Summer Student Placement Opportunity
Media & Web Design Assistant
St. Timothy's Anglican Church, North Toronto

Position Summary:

St. Timothy's North Toronto Anglican Church is seeking a motivated and skilled Media & Web Design student for a summer placement opportunity. This role is ideal for a student with a passion for digital communication and an interest in community engagement. The successful candidate will contribute to enhancing the church's online presence, documenting its life and ministry, and supporting technology upgrades.

Key Responsibilities:

- Upgrade and modernize the church's current website using WordPress
- Create and design a secure, digital photo directory of parish members
- Write and edit content for publication on the website and other platforms
- Shadow a professional contractor during the installation of new sound and livestreaming systems, assisting with documentation and implementation
- Collaborate with the incumbent (lead pastor) and church staff to plan and execute media-related tasks
- Report regularly on progress and milestones

Requirements:

- Minimum 2 years of experience in web design
- Working knowledge of WordPress and web content management
- Strong written communication skills
- Ability to work independently and manage project timelines
- Availability to attend occasional on-site meetings or events in North Toronto
- Interest in media, communications, or community service is an asset

Terms:

- Duration: Flexible, up to 80 hours total
- Pay: this is a paid role, compensation is negotiable and subject to required deductions
- Work model: a combination of remote and on-site/in-person requirements
- Potential for continued consultation work during the academic year

How to Apply:

Please send a brief cover letter, resume, and portfolio or sample links of relevant work to Rev. Irina Dubinski at priest@sttimothy.ca

We welcome students who are collaborative, creative, and excited about using their skills to support meaningful community work. We thank all applicants in advance but will contact only those chosen for interviews.