205 Greenbank Road
Ottawa, Ontario, K2H 8K9

Woodvale
PENTECOSTAL CHURCH

P 613.829.2362
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EARLY CHILDHOOD MINISTRY ASSISTANT

Hours: 15 hours per week

Reports To: Interim Early Childhood Pastor

Department: Woodvale Kids

Position Summary:

The Ministry Assistant provides various organizational and practical support to the Interim Early Childhood Pastor and Early Childhood Ministry. This role helps ensure weekly ministry, volunteer communication, curriculum preparation, and family communication are being executed well.

The ideal candidate is organized, dependable, proactive, detail-oriented, and passionate about supporting children, families, and volunteers.

How to Apply:

- Please send a cover letter and resume to Pastor Joe Nyenhuis (jnyenhuis@woodvale.ca) if interested in pursuing this opportunity by **October 18th, 2026**
- Please indicate **Early Childhood Ministry Assistant Application** in the subject line

Woodvale Pentecostal Church thanks all applicants for their interest. Only those selected for an interview will be contacted.