ACADIA
DIVINITY COLLEGE

College Assistantship: Chapel Digital Hospitality & Engagement Coordinator

Number of Students Needed: 1

Supervisor: You are accountable to the Dean of the Sarah Daley Nickerson Chapel.

Purpose: The Chapel Digital Hospitality & Engagement Coordinator supports the livestream and digital participation dimensions of chapel. This position can be **online** or **on-site**.

This role is not only technical. It is a ministry of digital hospitality, access, and formation, helping online students, alumni, CBAC churches, partner congregations, and other remote participants engage meaningfully with chapel.

Key Responsibilities:

Under the direction of your supervisor, you will perform the following duties:

Hospitality

- Welcome and engage the online audience before, during, and after chapel, creating an online space of hospitable connection.
- Help online participants know how to respond, pray, share reflections, ask questions, or connect with ADC.
- Provide digital materials to online participants when needed.
- Monitor the online chat, participation, and basic online interaction during the service.
- Track basic digital engagement where helpful.
- Act as the first point of contact for anyone looking to join Chapel online (i.e., sharing the link to join the Zoom call)

Engagement

- Prepare media slides before Chapel each week and assist in the production of chapel through activities such as sound mixing and running slides during the service.

- In collaboration with ADC's Communications Team, develop simple digital engagement practices, such as:
  - online prayer prompts;
  - follow-up links;
  - post-chapel reflection prompts; and,
  - connection invitations.

- Explore creative ways to encourage students and the wider ADC community to participate in chapel services.

- Collaborate with Student Services to promote Chapel to the wider student body through internal communication methods.

Job Qualifications:

- Strong organizational skills
- Strong interpersonal skills
- An appreciation of and respect for cultural diversity
- A desire for excellence in the preparation of the College worship experiences
- A love of hospitality and helping others connecting meaningfully in community

Location:

You will be expected to attend all chapel services at the Sarah Daley Nickerson Chapel (online or on-site)

Schedule:

Generally, you are required to work an average of **5-6 hours per week** throughout the fall and winter terms, **up to a maximum of 132 hours for the academic year**.

Your supervisor will prioritize responsibilities as needed to ensure that the work remains within the hours allotted to the College Assistantship.

Your responsibilities begin and end on the following dates.

Fall Term:	Between September 14, 2026, and December 11, 2026, inclusive
Winter Term:	Between January 11, 2027, and April 9, 2027, inclusive

Work may also be assigned during the two reading weeks.

Fall Term	Between October 13, 2026, and October 16, 2026, inclusive
Winter Term	Between February 16, 2027, and February 19, 2027, inclusive

For specific dates, visit https://acadiadiv.ca/academic-calendar/#dates

If you are unable to report to work due to illness or a family emergency, you are responsible for informing your supervisor immediately and arranging for an approved replacement when your assigned responsibilities require coverage. Any replacement must be selected from the approved list of students who have received a College Assistantship bursary.

Remuneration:

A College Assistantship is granted for the academic year and provides remuneration of **$2,400, inclusive of vacation pay**.

I understand and agree to fulfill the responsibilities of this position.

Date: _____

Student: _____

Supervisor: _____