

St. Mary Magdalene Anglican Church, 3 St. Vital Rd., is seeking an Administrative Assistant

- Part-time permanent position (10 hours per week), in office 2-3 part-days/week, flexibility if needed. \$18-20/hour, dependent on experience.
- Communications- in-person reception, and communication via phone, email and print; create/format print documents; coordination of facility rentals.
- Administrative Duties- manage documentation, filing and record keeping, data entry, updating databases, and meeting preparation.

Requirements

- A welcoming and hospitable manner. We serve a variety of people – church members and others- staff to be open, flexible and communicate with compassion, sensitivity, and confidentiality.
- Excellent written and verbal communication skills.
- Ability to problem solve, and work effectively without continual direction; high degree of accuracy in work.
- Proficiency in word-processing, spread sheet and database systems (using Office). Ability to work with Facebook & other social media is an asset.
- Ability to work as part of a team, and contribute to an atmosphere of community in our parish.
- Ability to work comfortably in a faith-based setting.

Please submit a resume and cover letter by email to St. Mary Magdalene Church, at stmary@mts.net with Admin Assistant in subject line.

- Submission deadline Friday, August 19, 2022