

## **Knox Presbyterian Church**

3704 37 Street SW, Calgary, AB T3E 3C3

[\(403\) 242-1808](tel:4032421808)

### **Office Administrator**

10 hours per week, \$25/hour, Two mornings a week on site and some hybrid work possible

The Office Administrator at Knox Presbyterian Church is a hub that interfaces with the Knox community including ministers, congregants, visitors and tenants to ensure the smooth running of church operations. The Administrator will work part time, in person, preparing and receiving communications, and preparing service materials and documents. As an important first point of contact for the church, the Administrator will have on site presence at least two mornings a week. A background in non-profit administration and/or church administration experience is an asset.

#### **QUALIFICATIONS:**

- Experience in administration including outstanding communication and teamwork skills. Experience in a church setting is an asset.
- Ability to communicate effectively in written documents.
- Organizational and time management skills to complete work in a timely manner.
- Computer skills including word processing and spreadsheet applications.
- Skills in digital marketing/social media management/web design are an asset.
- Ability to maintain strict confidentiality.

To view the complete job description, please email [clerk@knoxcalgary.ca](mailto:clerk@knoxcalgary.ca).

To Apply: Please submit a letter of interest outlining your experience and skills relevant to this position, along with a resume to [clerk@knoxcalgary.ca](mailto:clerk@knoxcalgary.ca).

Job Types: Part-time, Contract.

Salary: \$25.00 per hour

Expected hours: 10 hours/ week

Application deadline: April 24, 2024 or until the position is filled.

Expected start date: May 6, 2024