

JOB POSTING

St. Thomas' Anglican Church
6897 Somerled Ave.
514-484-2750
st.thomas.ndg@gmail.com

April 29th, 2024



Description:

Administrative Assistant needed! St Thomas' Church in NDG is on the lookout for a new Administrative Assistant, starting in June. Duties include creating virtual bulletins, a virtual newsletter, keeping track of rentals, handling both phone and email messages, and some bookkeeping. This is a part-time position with flexible hours and the possibility of working from home to some extent.

Starting Date:

June 1st, 2024

Salary:

21-24\$/hr - based on training, and years of experience

Key Skills:

Competency in both french and english
Competency in Church liturgy
Computer skills
Accounting skills
Interpersonal skills

Contact:

Rev'd Karla Holmes at holmes.karla@gmail.com or the church directly at st.thomas.ndg@gmail.com

Thank you and we look forward to receiving your application!