

# JOB OPPORTUNITY

**CHURCH SECRETARY**

**SUMMERLEA UNITED CHURCH**

Summerlea Church requires an individual to run the church office

General duties (among others) include the following:

- 1) Greet visitors and provide general information.
- 2) Answer and direct phone calls, e-mails.
- 3) Prepare documents and handle all correspondence.
- 4) Arrange facility rental and prepare contracts.
- 5) Maintain the church database and filing system.
- 6) Answer and/or distribute mail and other information.
- 7) Prepare Sunday bulletins.

This is a part-time position....20 hours per week

Requirements:

- 1) Some expertise in working in an office setting.
- 2) Ability to deal with people and handle sensitive information discreetly.
- 3) Basic computer and typing skills.
- 4) Ability to be flexible.
- 5) A working knowledge of French is a definite asset.

Starting Date: August 1<sup>st</sup>, 2018

Remuneration: \$20.00/hour

Please send application and résumé to Summerlea United Church

225-50<sup>th</sup> Avenue

Lachine, Quebec

H8T 2T7

c/o Mrs. Nancy Mark

Chairperson, Personnel Committee

Or email to [nancyruthmark@yahoo.ca](mailto:nancyruthmark@yahoo.ca)