

OUR CHURCH NEEDS A SECRETARY

At the Church of St Stephen and St Bede , 99 Turner Avenue, we are searching for an office secretary. The Church of St Stephen and St Bede is an Anglican and Lutheran worshipping community. We seek a committed Christian familiar with Sunday worship and knowledgeable with computers and programs such as PowerPoint, Windows, Publisher, Explorer, etc.

JOB DUTIES

- ❖ Prepare PowerPoint for each Sunday service
- ❖ Monitor and update parish website
- ❖ Open all mail, file and distribute
- ❖ Prepare weekly bulletin and announcements
- ❖ Answer the phone, take action where needed
- ❖ Prepare monthly agenda for Council
- ❖ Prepare annual reports, file as necessary
- ❖ Prepare extra bulletins, liturgies as needed
- ❖ Maintain office equipment, supplies
- ❖ Extra duties as assigned by the Pastor

This is a part time position. We offer 12 hours per week, Wednesday to Friday mornings with additional hours as needed. Interviews will be held in September. Send resume and contact info to:

CHURCH OF ST. STEPHEN AND ST. BEDE, 99 Turner Avenue, Winnipeg R3J 2S9 or

PHONE: 204-837-9812 and leave a message or

EMAIL: stebede@mymts.net or contact

WEB PAGE: www.churchofststephenstbede-wpg.org