

Church Secretary
St. Giles Presbyterian Church
www.stgiles.ca

Part-time position; 4 days/week; 3 hours/day

Role: This person will perform reception, clerical and other duties that are critical to the administrative operations of St. Giles

Skills:

- Extremely diplomatic, pleasant and helpful as the representative of St. Giles Church
- Strong organizational skills
- Strong working knowledge of Microsoft Office 2010 - PowerPoint/Excel/Word
- Knowledge of or willingness to learn PowerChurch
- Willingness to learn the polity and policies of the Presbyterian Church in Canada

Key Responsibilities:

- Receptionist for St. Giles Church, answering and making phone calls and greeting visitors
- Maintain church records for all members using PowerChurch
- Inform the Minister and the Pastoral Care Committee of outstanding situations within the Church community
- Maintain and develop, as directed, the Church website
- Prepare weekly PowerPoint presentations and bulletins
- Liaison between Session and congregation or outside users regarding usage of the Church facility, including managing contracts

For More Information or to Apply:

St. Giles Presbyterian Church
Attn: Human Resources Committee
1102-23 Avenue NW
Calgary, AB T2M 1T7

Or by email to: stgileshrc@gmail.com

Please forward your resume by **February 10th** to the above address