

THE ANGLICAN CHURCH OF THE HOLY TRINITY

White Rock, BC



We are seeking a part-time secretary to support our Church life. Holy Trinity is a well established, vibrant and friendly parish with a membership of over 300 households.

The hours of work are Monday to Friday, 9am – 1pm from September through to June and Tuesday to Thursday 9am – 1pm in July and August, with three weeks paid vacation.

Individuals who possess the following skills are encouraged to apply:

- Well developed social skills
- Computer proficiency in Microsoft Word, Excel and Powerpoint and in data-base software
- Ability to multi-task

A working knowledge of and respect for Anglican ministry and traditions would be an asset.

Applications should be sent before 3rd September 2010 to:

The Rector and Wardens,
Church of the Holy Trinity,
15115 Roper Ave.,
White Rock, BC
V4B 2E8

Or

via email to:
holytrinitywhiterock@shawbiz.ca

More details about this exciting position may be found by visiting our website:

holytrinitywhiterock.org