

Help Wanted

The Cathedral of Mary Immaculate, based in Nelson BC, is hiring a new Administrative Assistant. The Administrative Assistant is considered a key member of the parish team and often represents the face of Cathedral of Mary Immaculate Catholic Community to parishioners and visitors. The Administrative Assistant is the initial contact for face to face requests at the office as well as telephone inquiries.

Other general duties:

- Financial reporting and Payroll
- Filing and General Admin Duties
- Dealing with the public, both electronically, in person and on the phone
- Oversee and manage volunteer schedule

Qualifications:

- Ability to work without supervision
- Ability to communicate effectively, both verbally and written
- Ability to work effectively with others
- Ability to organize workload and set priorities
- Knowledge of basic financial reporting and accounting practices
- Knowledge of basic mainstream computer software programs
- Ability to use different social media platforms

This job is approximately 20 hours per week, Tuesday to Friday. If you are interested in this position, please send resume, with cover letter to chuckbennett@me.com. Also for a detailed job description please email chuckbennett@me.com to receive a copy.