

**ADMINISTRATIVE ASSISTANT
(Part Time)**

**St. Margaret's Anglican Church
12603 Ellerslie Rd. SW
Edmonton, Alberta T6W 1A3**

Our Administrative Assistant acts as first contact for people who call our office or drop in during office hours. Main duties include supporting the Rector, dealing with inquiries, processing mail, keyboarding/data entry, photocopying, scanning and filing, preparation of weekly service bulletins, updating our website, and maintaining bulletin board and outdoor sign.

Additional duties include compiling the monthly church calendar and volunteer roster, preparing for vestry and congregational meetings and taking minutes at those meetings, advertising, designing posters and brochures, maintenance of parish lists, purchase of supplies, and overseeing the screening process for volunteers.

- The position is available as of May 22nd, 2019
- The hours are 9.00 a.m. to 12 noon, Tuesday to Friday from September to June, and 9.00 a.m. to 12 noon, two days a week for July and August.
- Attendance is required at one Wednesday evening meeting per month from September to June.
- Attendance is also required for up to three congregational meetings per year, generally after a Sunday morning service.
- We use Apple Macintosh computers. Microsoft Word is the primary software package used. Excel and Google Docs would be an asset.
- If you enjoy dealing with the public and have strong organizational skills we would welcome your inquiry.

For more information about our church, please check our website
<http://stmargaretsedmonton.blogspot.com>

For more information about this position, please email the Rev. Tim
Chesterton at stmrector@gmail.com