



174 Pentland Street, Winnipeg, MB R2G 2S3 | 204.667-7408 | nkuc@mts.net

NORTH KILDONAN UNITED CHURCH (NKUC) IN WINNIPEG IN SEARCH OF ADMINISTRATIVE SUPPORT

North Kildonan United Church (NKUC – 174 Pentland Street) is in search of an Administrative Support person to fill a vacancy beginning Tuesday, November 19, 2019. This is a part time, permanent contract position with a six month probationary period.

Scope: This position supports the Minister, the Unified Board and the congregation regarding all admin functions relative to managing the church office.

Candidate must:

- Be a self starter - ability to work on their own without supervision
- Friendly and outgoing as first contact with church
- Be able to function as a member of a team
- Have excellent communications skills and ability to interact with public
- Have excellent interpersonal skills
- Have strong computer skills and knowledge with Excel, PowerPoint, Email, Word, social media (ie: Facebook, Website Management), and the ability to learn Churchwatch and ChurchHub
- Have ability to create weekly bulletins, posters, newsletters
- Be able to organize, order office supplies, and maintain smooth office functioning
- Have flexible time when required
- Be ever conscious of the need for confidentiality. Empathy and discretion are key qualities given access to financial records, counseling situations, and other private matters.

Previous experience in a United Church environment would be a definite asset

Suggested Hours 10:00AM – 2:00PM (12 hours weekly) Tuesday, Wednesday and Thursday (Possibility of longer hours at certain times during the year). There may be some flexibility re: days and hours upon further discussions and negotiations. Hourly wage will be commensurate with experience.

Please send a complete resume with a minimum of two job related references (via email) by Noon - Tuesday, October 22, 2019 to:

North Kildonan United Church

r-fortier@shaw.ca

Attention: Ron Fortier

Must have a current criminal records check

A written response may also be dropped off at the above address (174 Pentland St.) by that same deadline, marked "Attention: NKUC Hiring – Ron Fortier".