

Stittsville United Church is Hiring an OFFICE ADMINISTRATOR

**Part-time, Tuesday-Friday
9:00 am to 12:00 pm**

We are looking for someone who:

- has strong interpersonal skills and the ability to work in a team environment, but who also works well on their own
- is proficient in all MS Office applications and comfortable with social media
- has excellent organizational and communication skills
- will practice discretion and integrity in all dealings with members of the congregation and community

Duties include:

- daily administrative operations of the church and communicating with members of the church and community
- preparing materials for worship services and distributing a weekly congregational email
- managing the church website and social media accounts and communicating with church and community groups

To apply with resume and cover letter or to request a full job description, please email [**office@stittsvilleunitedchurch.com**](mailto:office@stittsvilleunitedchurch.com).

Deadline for applications is **Friday, September 30, 2022.**

Stittsville United Church is located at:

6255 Fernbank Road, Stittsville, ON K2S 0A1
613-836-4962 · www.stittsvilleunitedchurch.com