



Diocese of Prince George Employment Opportunity

The Diocese of Prince George is seeking applications for the position of “Secretary to the Office of the Bishop.”

The successful candidate will work as part of a team in the diocesan curia, providing secretarial support to the Bishop; assist the Vicar General, the Chancellor and Vice-chancellor as needed.

The successful candidate will be competent computer skills (MS Word); excellent written and verbal communication and interpersonal skills; familiarity with Church structures and personnel; ability to work independently and collaboratively; discretion and confidentiality essential..

The position is 35 hours per week.

A resume and covering letter should be sent to Very Reverend Rectorino Tolentino, Jr., vicargeneral@pgdiocese.bc.ca . Applications will be accepted until September 9, 2016.

Only successful candidates will be contacted.