



Diocese of Prince George

EMPLOYMENT OPPORTUNITY

The Office of Evangelization and Catechesis (OEC) is seeking for a full-time assistant to the Directors in the implementation and administration of programs and projects. This administrative support position requires a creative team player who can work independently. Flexibility regarding hours will also be necessary from time to time. Principal duties will include:

- Assisting in the organization of conferences, retreats, parish missions and seminars for the OEC and Youth and Young Adult Ministry coordinator
- Assisting parishes and other diocesan organizations in ordering catechetical texts and other materials
- Overseeing registration and logistics for the Lay Formation Program
- Providing effective communication of the OEC programs across the range of media
- Providing assistance to the Directors in developing and managing the office budget

Applicants should send a resume and cover letter to:

vicargeneral@pgdiocese.bc.ca

Very Rev. Rectorino M. Tolentino, Jr.
Vicar General/Moderator of the Curia
6500 Southridge Avenue
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