

**SACRED HEART CATHEDRAL
PRINCE GEORGE, BC**

EMPLOYMENT OPPORTUNITY: Parish Secretary for Sacred Heart Cathedral
Sacred Heart Cathedral is seeking a candidate to fill the position of **Secretary** for the parish office. The position is 25 hours per week. Tasks include general office duties. Excellent communication skills (written and oral), interpersonal skills, discretion and confidentiality are essential. Knowledge of Microsoft Office and Outlook and the ability to learn new software is important .

Please submit resumes to the attention of:

Rev. Melvin Pinto, OCD, Rector,
Sacred Heart Cathedral,
887 Patricia Blvd Prince George, BC, V2L 3V5 or at melvinpintoocd@gmail.com