



Diocese of Prince George

EMPLOYMENT OPPORTUNITY

The Diocese of Prince George is seeking a **Student Assistant** for Youth and Young Adult Ministry who can demonstrate interpersonal, communication and organizational skills while offering general administrative support, and reporting to the coordinator of Youth and Young Adult Ministry. This is a part-time position.

Knowledge of the Catholic Church teachings, social media (Facebook, Instagram, Mail Chimp Flock Note), Excel, Word and Outlook programs are required. Flexibility regarding hours will also be necessary from time to time.

Principal duties:

- carry out administrative tasks for the annual Diocesan Youth Conference and other retreats, including; registration, inquiries, bookings and tracking payments
- help to promote retreats, programs and events through social media, phone calls, emails and mailings
- assist the Coordinator with monthly financial statements, and filing
- help to streamline online information for youth, young adults and parents through the Diocesan website, Facebook, Mail Chimp, as well as new media platforms
- be present at some retreats and especially during the annual Diocesan Youth Conference to help manage registration, and perform other tasks

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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