



The Roman Catholic Diocese of Prince George

Diocese of Prince George - Employment Opportunity

Domano Renewal Centre Part-Time Office Assistant

ROLE DESCRIPTION: This position works with the Domano Renewal Centre programming and Administrative Team in carrying out the mission of the centre, as established in the Goals and Criteria booklet. The role involves the following: hospitality, programming and promotion, and various administrative tasks (i.e., including some bookkeeping). This position reports directly to, and is supervised by, the Administrator of the Centre.

HOURS OF EMPLOYMENT: 10 hours weekly, with the possibility of added hours on an as-needed basis; flexibility is required in terms of the scheduling of hours (e.g., some evening and weekend scheduling will be required).

QUALIFICATIONS:

- proficient use of computers using Microsoft Office (Word, Excel, Publisher and Power Point), and Windows 7
- good communication skills (written and verbal), as well as possess good phone edict and etiquette
- operate telephone, photocopier, scanner and fax machine
- familiarity with church structures and personnel
- pleasant and helpful personality
- ability to respond to a variety of needs as they arise
- discretion and confidentiality essential
- work well independently, in a team, and be self-directed.

A Criminal background check will be required.

A resume and covering letter should be sent to Very Reverend Rectorino Tolentino, Jr., vicargeneral@pgdiocese.bc.ca .

Applications will be accepted until the position is filled. Only successful candidates will be contacted.