



# IMMACULATE CONCEPTION PARISH

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## **Job Posting Administrative Assistant**

The Parish is looking for an Administrative Assistant who will be responsible for general administrative duties and bookkeeping for the parish.

The candidate must be proficient with Microsoft Office and Sage 50.

The position is 30 hours per week and will start July 8, 2020.

For more information call 250-964-4898 or email [icparish@pgdiocese.bc.ca](mailto:icparish@pgdiocese.bc.ca).

Please email your cover letter and resume to [clynch@pgdiocese.ca](mailto:clynch@pgdiocese.ca)

or mail it to: Fr. Chris Lynch  
Immaculate Conception Parish  
3285 Cathedral Ave  
Prince George, BC V2N 5R2