

West End CRC Recruitment

Administrative Coordinator – Job Share

West End CRC is looking for a person to commence a permanent administrative job share position. The successful applicant will share duties and responsibilities with the West End CRC Administrative Coordinator. The Coordinator performs secretarial duties for West End, providing clerical and administrative support to staff and the church as required, and is the office receptionist

Under the direction of the current West End CRC Administrative Coordinator, the successful applicant will be expected to be in the West End CRC office for two days a week, preferably Monday and Tuesday. Currently the work hours are from 9 a. m. to 3 p. m. for those two days, but there may be some flexibility to alter them as required.

A detailed job description is available from the West End CRC office upon request. The specific sharing of the list of responsibilities will be determined in consultation with the current Administrative Coordinator. If it is determined that the job sharing duties and responsibilities should be expanded in the future, the successful applicant may have the opportunity for extra hours of work at that time.

Administrative experience, organizational effectiveness, and strong people skills are key to succeeding in this role.

If you have questions about the position and its possibilities, please contact Mike Wevers at weversfamily@shaw.ca, or 780 484-5684. If interested in submitting a resume and a proposal on how you would fill this position, please email your submission to Mike or the West End Church Office **by January 31, 2018**. Anticipated start date March 1, 2018.

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