

Hillcrest Baptist Church

Church Ministry Administrative Assistant

Hillcrest Baptist Church is accepting applications for an experienced part-time Administrative Assistant to provide support to a growing congregation.

Excellent organizational, computer, oral and written skills are necessary. The ability to interact positively with members of the congregation, visitors and service technicians is essential. Confidentiality and a caring compassionate manner is key for this position. Proficiency in Microsoft Office software is required. Salary and benefits will be commensurate to experience.

A detailed job description can be obtained by emailing: rev.andrew.morse@gmail.com.

Application deadline is February 17, 2017.

Resumes including references should be marked "Application for Administrative Assistant" and forwarded to:

Hillcrest Baptist Church, 476 Lancaster Ave., Saint John, NB
E2M 2L7

Or emailed to: rev.andrew.morse@gmail.com.