

ASSISTANT TO THE MINISTER: CHURCH OPERATIONS, MISSION & COMMUNICATIONS

Employment conditions and application process

TERM and SALARY

This is a part-time position of 20 hours per week at a yearly salary of \$20,000. It is a pilot and will extend for one year. It may be renewed at the end of the one year period.

CONDITIONS OF EMPLOYMENT

The hours of work will be variable and may involve evenings and weekends.

The successful applicant must obtain a Police Records Check for Working with the Vulnerable Sector.

APPLICATIONS

Applications should include a covering letter indicating your skills and experience and their relevance to this position, your resumé, and the names of three individuals who can provide references. References will be checked before a final decision is made.

Should be submitted, preferably by e-mail, to: knoxottawa@rogers.com, with “ministerial assistant application” in the subject line;

OR by regular mail to:

Ministerial Assistant Application
Knox Presbyterian Church
120 Lisgar Street
Ottawa, ON K2P 0C2

OR dropped off at Knox Presbyterian Church, 120 Lisgar St.

Applications must be received by July 23, 2021.

All applications received by the deadline date of July 23 will be considered and will be dealt with in confidence,

Initial responses will be sent by September 1, 2021. Those selected for interviews will be contacted to arrange a date and time.

***We are a Christian community seeking to grow in knowledge of Jesus Christ
and to live our lives as he teaches us.***