

## **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 both evenings and week-ends.

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, and your resumé, along with the names of three individuals who can provide references. References will be checked before a final decision is made.

These should be submitted, preferably by e-mail, to: [knoxottawa@rogers.com](mailto:knoxottawa@rogers.com), with “ministerial assistant application” in the subject line;

OR by regular mail to:

Ministerial Assistant Application  
Ottawa, ON K2P 0C2

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

**Applications must be received by August 13, 2021.**

All applications received by the deadline date of August 13, 2021 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.***