



# Interested in Joining our Team?

Our church is growing, and we are expanding our administrative team!

Comox Pentecostal Church is hiring an **Administrative Assistant**.

Maybe you are the energetic and talented individual we are looking for?

**Job Purpose** The Administrative Assistant Position exists to provide clerical support to the Pastors and ministries of CPC and help with general office administration.

## **This Role Includes**

- Coordinating Calendars, Scheduling, Emails
- Supporting Event Coordination
- Processing Paperwork
- Data Input & Filing
- May Include Occasional Weekend Service Support

## **This Role Requires**

- Attention to Detail
- Organizational Strength
- Good Computer Skills; Experienced with Microsoft Office; Ability to Learn New Programs
- A love for Jesus and excitement for the mission and future of CPC
- A fun Team-Spirit and 'Can-Do' Attitude ☺
- Experience in Administrative Work is Preferred
- Communication/Design Interest or Experience not expected, but may be an Asset

## **Hours & Pay**

- 20-24 hours per week
- Monday – Thursday, mornings/afternoons
- Salary can be discussed in interviews

**To Apply** Please send your resume to [laurabidell@cpclife.com](mailto:laurabidell@cpclife.com) before noon on Friday, September 15